

# TREASURE VALLEY COMMUNITY COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

## RECRUITMENT ANNOUNCEMENT ADVISOR / RETENTION SPECIALIST (College Assistance Migrant Program)

**PAY** - \$44,577 (annual)

**JOB TYPE** - Full-time

**DEADLINE** - Open until filled

**LOCATION** - Ontario, Oregon

**DEPARTMENT** - CAMP

**REPORTS TO** - CAMP Director

**Come work for us!** Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Friday's off in the summer, Christmas break for all employees, generous vacation and sick leave along with a great selection of medical, dental and vision plans to choose from (for eligible employees and their dependents), retirement benefit (for eligible employees) and much more, choosing to work for TVCC will be a great step in your career. We invite you to apply and experience the benefits of a thriving community college that values each employees' contributions to its success!

**A little about us...** TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

### **POSITION SUMMARY**

The CAMP Advisor / Retention Specialist provides academic/transfer guidance, student support, and program coordination to enhance student success, retention, and engagement at TVCC. This role primarily serves students in the CAMP program, including migrant and seasonal farmworker populations, ensuring access to academic, financial, and social resources. In addition, this position will assist the Director in developing individual action plans for each CAMP participant, in compiling and tracking data and in preparing quarterly and yearly reports related to retention, graduation, transfer and baccalaureate attainment rates.

### **QUALIFICATIONS**

**MANDATORY:** Bachelor's degree in education, counseling, or related field. Two or more years advising, academic planning, or student retention experience. Experience supporting low-income, underrepresented, and/or migrant/seasonal farmworker students. Bilingual in English and Spanish.

PREFERRED: Master's degree. Experience with federally funded programs (e.g., CAMP, HEP, TRIO); prior community college experience; experience working in rural communities.

## **ESSENTIAL FUNCTIONS**

### Academic Support & Advising

- Provide individualized and group academic advising for general and specialized degree programs.
- Assist students with admissions, enrollment, orientation, course selection, transfer planning, and program-specific requirements.
- Follow up with students referred through intervention tools to provide support and connect them with services.
- Serve as CAMP cohort manager: advising on placement, registration, and scheduling.
- Develop and deliver presentations and workshops (e.g., CAMP Orientation, Financial Aid, retention events).
- Refer students to internal and community resources to support academic and personal success.

### Program Coordination & Student Support

- Oversee and manage CAMP tutor and mentor programs, including recruitment, scheduling advising appointments.
- Plan and facilitate workshops on study skills, financial literacy, career and college planning, resume development, internships, scholarships, and transfer opportunities.
- Track student progress, maintain records, and generate reports related to advising, recruitment, and retention.
- Engage students in campus life and develop activities to enhance retention and leadership development.
- Collaborate with community agencies to support student success.
- Perform administrative duties as needed to support program operations.

### Professionalism & Development

- Maintain up-to-date knowledge of college policies, procedures, and articulation agreements.
- Attend professional development trainings and conferences.
- Uphold high standards of professionalism, empathy, confidentiality, integrity, and cultural competency.

## **TERMS OF EMPLOYMENT**

This is a full-time, Professional, exempt, grant-funded position.

## **VETERANS PREFERENCE**

Applicants are eligible for a Veteran's Preference in accordance with Oregon law. Preference will be given only if the applicant meets the minimum qualifications of the position and submits the required documentation at the time of application. You can request copies of your military service records through the National Archives website at <http://www.archives.gov/veterans/military-service-records/>.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

---

### **TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER**

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the basis of race, color, sex, marital status, sexual orientation, gender identity, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la póliza de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, genero, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.