

TREASURE VALLEY COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT ACADEMIC/CAREER ADVISOR

PAY - \$42,436 (annual salary)
JOB TYPE - Full-time, Exempt
DEADLINE - Open until filled

LOCATION - Ontario, Oregon
DEPARTMENT - Student Services
REPORTS TO - Director of Advising & Dual Credit

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 Academic/Career Advisor provides academic advising for new and continuing students and serves as the primary campus resource for career advising services. This includes assisting with career readiness through training and development and career exploration.

QUALIFICATIONS

MANDATORY: Bachelor's degree in education, counselling, or related field; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties. Must have strong interpersonal skills and excellent verbal and written communication skills. Able to interact effectively with students of various ages, abilities and ethnic backgrounds.

PREFERRED: Master's degree in education, counselling, or related field. Previous community college experience, particularly in the area of student services. Bilingual in English-Spanish.

ESSENTIAL FUNCTIONS

Advise students on admission process and procedures for enrollment at TVCC, specifically in Oregon. Provide accurate advising information related to TVCC degree programs, requirements, and academic course options.

Advise and assist students in registration, scheduling, and placement scores related to helping them choose appropriate classes. Interpret and use placement test scores to accurately place students in general education classes.

Access and use computer programs related to advising, registration, financial aid, and maintain data and student records, including confidential information.

Assist with Col-Cred, College Choice, and Early College programs service operations: including student application, placement and enrollment, student registration coordination, advising, billing authorization, textbook charging, and applicable student support.

Inform and advise current and prospective students, faculty, staff, employers, and community partners about TVCC career resources, career and employment information, and training and development opportunities available through TVCC.

Conduct assessments/career inventory exercises with students and prospective students to determine training, educational, career, and personal needs. Educate and train students in job search strategies, resume building, employment strategies, interview skills, and management of personal resources.

Plan, organize, and oversee career/job fairs or industry specific fairs. Organize employer visits to campus for the purpose of connecting students to prospective internships/employment opportunities.

Develop and deliver career-focused public presentations/training for the college, students, prospective students, and the community. Assist in development and implementation of college events, including New Student Orientation, Advising & Registration and financial aid events.

Maintain data and student records, including confidential information.

Maintain up-to-date knowledge of college policies, procedures, programs and articulation with other Oregon colleges and surrounding state/private colleges and universities.

May instruct Human Development Courses as needed.

Assist in the development and guidance on College Guided Pathways initiatives.

The above description covers the most significant duties performed but does not include other related occasional work.

TERMS OF EMPLOYMENT

This is a full-time, Professional, exempt 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, género, 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.