

# TREASURE VALLEY COMMUNITY COLLEGE

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

## RECRUITMENT ANNOUNCEMENT OUTREACH / ENGAGEMENT SPECIALIST (High School Equivalency Program)

**PAY** - \$41,500 (annual)

**JOB TYPE** - Full-time

**DEADLINE** - Open until filled

**LOCATION** - Ontario, Oregon

**DEPARTMENT** - HEP

**REPORTS TO** - HEP 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 HEP Outreach/Engagement Specialist will follow the High School Equivalency Program's mission by recruiting eligible migrant and seasonal farm workers (MSFW) students through personal contacts, referrals, professional contacts, and printed materials. The Outreach/Engagement Specialist provides information to target communities and prospective HEP students about eligibility requirements to participate in HEP and the support and services that HEP can provide in helping students from migrant/seasonal farm worker families to access and succeed at TVCC. The person in this position will help the program meet and/or exceed the important goal of serving the target number of 45 students each year of the grant cycle.

## **QUALIFICATIONS**

**MANDATORY:** Associates degree or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties of this position. Valid Driver's license and reliable transportation is necessary to recruit potential students for TVCC sites in Ontario and Caldwell (Eastern Oregon and Western Idaho). Must be Bilingual in English-Spanish.

**PREFERRED:** Bachelor's degree. One year working with students of backgrounds similar to MSFW (migrant and seasonal farm workers) population. One year of experience in student recruitment and database management.

## **ESSENTIAL FUNCTIONS**

Visit high schools, agencies, labor camps, and housing projects locally and in the region (eastern Oregon and western Idaho) to recruit students for TVCC sites in Ontario and Caldwell. Conduct bilingual presentations at events for local agencies; keep in contact with migrant liaisons.

Build partnerships with existing public and private organizations, businesses, and persons who are already interacting with the MSFW population.

Maintain personal contact with recruits via phone, electronic media and in person as necessary to accomplish project work.

Meet with potential students to determine eligibility for the program. Assist students in completing the enrollment application.

Proctor and monitor HEP admission tests.

Maintain recruiting records. Evaluate recruiting efforts for effectiveness and recommend necessary changes to the Director.

Manage social media accounts for HEP.

Work with Admissions, CTE, Multicultural Services, and other key college departments to coordinate recruitment efforts.

Attend professional development training and/or conferences as budgeted and directed by the project director.

Support the department with key clerical duties, including scheduling, work authorizations and requisitions.

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, 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.

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**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.