

TREASURE VALLEY COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT

STUDENT COORDINATOR

(High School Equivalency Program)

PAY - \$45,320 (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

Per the guidelines outlined in the TVCC HEP grant document, this position will coordinate the day-to-day operations of the grant under the direction of the HEP Director. The Student Coordinator manages the intake of HEP students, develops and implements cultural activities for students, teaches personal and career development classes, assists with student recruitment, and is responsible for retention and post-GED placement.

QUALIFICATIONS

MANDATORY: Associate's degree in Adult Education, Sociology, Counseling, or closely related field. Must be bilingual in English-Spanish. Valid Driver's license and reliable transportation is necessary to attend meetings and occasional recruitment activities.

PREFERRED: Bachelor's degree. Knowledge and practice of GED instruction, examinations, and target instruction. One year of experience working with migrant students. Two years of experience in teaching, coaching or related experience.

ESSENTIAL FUNCTIONS

Coordinate with and assist the HEP Director in accomplishing the daily activities of the HEP grant.

Work with the HEP Director to manage student stipends and supplemental support.

Provide advising and retention services to program participants and refer students to any internal and external resources. Meet with students once a month to check their progress and address any issues they may have

Track student attendance and follow up with students to ensure they are making sufficient progress in the program. Closely work with instructors to develop a "Student Education Plan" to ensure that they successfully complete their GED.

Coordinate student placement in postsecondary education, Job upgrade or the military after finishing their GED.

Coordinate the HEP student orientation and ensure students are ready to start classes in the program.

Meet regularly with staff to plan student-oriented activities and functions to effectively meet the HEP goals. Coordinate all student activities and extracurricular sessions and provide personal and career development sessions.

Work with the HEP staff to coordinate the HEP graduation.

Work to improve subject area expertise regarding the HEP grant, which may include attending professional development trainings and Technical Assistance Conferences to learn more about eligibility, GED testing, and recruiting.

Provide classroom instruction on personal and career development.

Upon a student's completion of their GED, advise/assist the student with entry into college or assist students with finding employment, additional training, military contacts, or job placement.

Cooperate with other agencies and school districts to ensure the success of the grant's goals.

Under the guidance of the HEP Director, supervise the part-time tutors and ensure students are eligible to join the program.

Assist with recruiting, as needed, to ensure program goals are met.

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.

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.