



**Treasure  
Valley** COMMUNITY  
COLLEGE

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

## RECRUITMENT ANNOUNCEMENT

# SURGICAL TECHNOLOGIST

(Full-time, Faculty, Tenure Track)

**PAY** – See below

**JOB TYPE** – Full-time

**DEADLINE** – Open until filled

**LOCATION** - Ontario, Oregon

**DEPARTMENT** – Nursing

**REPORTS TO** – Executive Director of Nursing  
and Allied Health

**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 Surgical Technologist will oversee the planning, organizing and teaching in the Surgical Technologist program within the Allied Health and Nursing department.

## **QUALIFICATIONS**

**MINIMUM:** Registered CST. Possess a minimum of an Associate Degree. Have documented education or experience in instructional methodology, curriculum design and program planning.

Graduate of an education program in surgical technology accredited by a nationally recognized programmatic accreditation agency. Possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA); Have a minimum total of five years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past ten years.

**PREFERRED:** Master's degree and five years of teaching experience. Experience in curriculum/ program develop experience. Multilingual (English and Spanish).

**SPECIAL LICENSE:** Registered CST.

## **ESSENTIAL FUNCTIONS**

Duties may include but are not limited to:

- The Surgical Technologist faculty member must be eligible to serve as the program director for the Surgical Technologist program for purposes of accreditation. This is a full-time, tenure-track Faculty position (9-months) that will oversee all aspects of the Surgical Technologist Associate of Applied Science degree to ensure: 1) alignment to the Colleges' mission and policies; and 2) relevance to the wider community and region.

This includes, but is not limited to the following:

- Administration, organization, and supervision of the program for accreditation;
  - Continuous quality review and improvement of the program; and
  - Academic oversight, including curriculum planning and development.
- Establish and maintain a long-term vision for the Certified Surgical Tech (CST) program.
    - Provide department leadership through excellent communication, both within the department and between the department and administration. This leadership will include teaching credits each term, so they do not exceed the term and annual limitations outlined in the collective bargaining agreement.
    - Create and maintain an environment conducive to teaching and learning.
    - Coordinate program activities and delegate responsibilities to faculty as appropriate.
    - Create, review, and maintain program faculty handbook.
    - Facilitate program faculty meetings.
  - Direct the development and evaluation of policies and standards for the selection, admission, promotion, and graduation of CST students.
  - Develop and maintain student advising activities.
    - Coordinate department participation in "Advising Day".
    - Provide timely information regarding program requirements and other information needed for pre-nursing students.
    - Coordinate with faculty regarding advising needs of CST students.
    - Work with administration to provide necessary documentation for licensure examination.
    - Assist with the preparation and updating program student handbook.
    - Manage student concerns related to faculty, department, and program.
  - Work with the Director of Allied Health and Nursing to coordinate hiring, supervision, and evaluation of other CST faculty.

Initiate participation in college-wide meetings, in-services, and committees for program enhancement.

Promote teaching excellence, professional development, and service to the college and community, keep updated on nursing standards and college policies.

- Develop and maintain program curriculum to meet state, regional, national, and local health care needs.
- Serve as the contact person/coordinator for the department/program with regard to state, professional, and accrediting groups, the community, and other external contacts.
  - Serve as liaison to the accrediting agencies in relation to the program's continuing compliance with rules and regulations. Complete annual accreditation reporting requirements. Direct the accreditation self-study process for continuing approval. Coordinate accreditation visits.
  - Represent the program at local and state level; collaborate with community partners.
  - Maintain ongoing, meaningful, and regular connections with the advisory committee and the industries served by department programs.
- Coordinate student outcomes assessment for assigned areas and supervise collection of data and the maintenance of outcomes records.
- Coordinate internal and external program review, institutional effectiveness and processes.
- Assist in program development, evaluation, vitalization, promotion, supervision and review.
- Oversee accreditation requirements for the CST program and assist in the preparation of materials regarding instruction for the college catalog and other publications. Assist with the identification and prioritization of equipment needs and purchases for assigned program areas.

This description covers the most significant duties but does not include other related occasional work.

### **TERMS OF EMPLOYMENT**

This is a full-time tenure-track, 34-weeks (170 days), Faculty bargaining unit position. The starting annual salary is \$49,000 (step 1). Additional steps may be granted based on education and experience levels. There may also be opportunities to earn additional pay with overload each term as defined under the Collective Bargaining Agreement. Schedule may include late afternoons and/or evenings, instruction online, or in a classroom with distance delivery. Position is scheduled to begin in September 2026.

### **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.