

TREASURE VALLEY COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT

RECRUITER

(College Assistance Migrant Program)

PAY - \$40,760 (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

This position represents the College for the purposes of recruiting and promoting student interest in enrollment from Migrant/Seasonal Farm Worker (MSFW) families. The Recruiter serves as the main contact for prospective College Assistance Migrant Program (CAMP) students and their families and provides information about eligibility requirements to participate in CAMP at TVCC. This position will spend a significant amount of time off campus for recruiting activities.

QUALIFICATIONS

MANDATORY:

- Associate's degree in Education, Social Work, Psychology, or related field.
- One year of experience in student recruitment, sales or similar promotional type work.
- One year of database use and management.
- One year working with students of similar backgrounds.
- Understands the needs of the Migrant/Seasonal Farm Worker population.
- Possess excellent written and oral communication skills.

- Must be bi-lingual in English and Spanish and demonstrate sensitivity to the needs of migrant and seasonal farm workers.

PREFERRED:

- Bachelor's degree in Education or closely related field.
- Experience as faculty or administration at the college level.

ESSENTIAL FUNCTIONS

Develop, coordinate and accomplish recruiting activities that lead to fulfilling stated numeric goals for the CAMP program to include but not limited to: visitation activities to TVCC's HEP, high schools, agencies, labor camps, and housing projects locally and in region (Eastern Oregon, Western Idaho, and Southeastern Washington); attend local or regionally sponsored career or college selection activities; give presentations to local agencies; keep contact with migrant home-school liaisons.

As a member of the TVCC Recruiting Team, this position will provide targeted CAMP recruiting at high schools, fairs, and other locations/events as assigned.

Participate in campus activities, programs, campus visits, tours, group presentations, New Student Orientation, College Preview Nights, FFA, and other recruiting events and activities.

Assist in the preparation of materials for recruitment, advising, orientation sessions, and other student services.

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

Maintain personal contact with recruits via phone, email and text in order to reduce travel expenses.

Meet with potential CAMP students and parents/guardians to determine eligibility for the program. Assist students in completing the admissions and FAFSA application.

Maintain records and evaluate recruiting efforts for effectiveness.

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

Attend professional growth training and/or conference as budgeted.

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 (currently funded through June 2027).

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.