



Treasure Valley

COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT

Assistant Director of Admissions

PAY - \$50,000-\$55,000 (doe)

JOB TYPE - Full-time

DEADLINE - Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT - Admissions

REPORTS TO - Registrar

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: Under the direction of the Registrar, the Assistant Director of Admissions provides leadership and operational oversight for Treasure Valley Community College's admissions processes and student record integrity. This role ensures accurate, timely, and student-centered processing of applications, declared majors, credit evaluations, graduation workflow, and related student records activities. The Assistant Director of Admissions supports institutional compliance, improves workflow efficiency, and collaborates across departments to advance enrollment, retention, and student success. This position also serves as the primary backup to the Registrar and supports critical academic records functions in their absence.

QUALIFICATIONS

MANDATORY: Strong, proven experience working with diverse populations. Bachelor's degree and three to five years of progressive Student Services experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. General knowledge of CRM software, data processing and computer applications. Knowledge of higher education processes, supervisory and personnel practices, communication techniques and strong technical and computer skills. Able to communicate effectively verbally and in writing. Able to work independently to meet deadlines.

PREFERRED: Master's degree; 5-7 years of higher education experience in admissions, registration, developing and managing a comprehensive strategic enrollment plan, marketing experience, at least one year of experience in developing, implementing, interpreting, applying, assessing, revising and maintaining policy and procedure; previous supervisory experience; Bilingual Spanish-English.

ESSENTIAL FUNCTIONS

Admissions & Student Records Operations

Oversee all admissions application processing and provide technical support to staff managing application workflows.

Serve as the primary liaison with IT and the CRM team to ensure smooth operation, troubleshooting, and enhancement of admissions-related systems.

Manage data and reporting requests related to admissions and enrollment using Salesforce/EnrollmentRX.

Oversee the development and delivery of admissions-related digital communications, ensuring accuracy, clarity, and alignment with college messaging.

Coordinate with academic programs, department chairs, and marketing to ensure accurate program information informs admissions materials and communications.

Academic Record Accuracy & Maintenance

Lead the cleanup and ongoing maintenance of students' declared majors, including transitions for dual-credit students, returning students, and newly admitted students.

Process and evaluate CLEP, AP, and Credit for Prior Learning (CPL) credit awards in accordance with institutional policy.

Review, process, and document Substitution/Waiver Petitions in collaboration with academic departments.

Manage grade entry processes, grade changes, and ongoing grade record cleanup.

Coordinate timely and accurate diploma orders and assist with graduation processing.

Assist students, faculty, and staff with graduation requirements, degree audits, and completion steps.

Compliance & Student Notification Processes

Send Academic Suspension notifications in coordination with academic advisors and Student Services leadership.

Process Enrollment and Education Verification requests for students, agencies, and external partners.

Maintain compliance with institutional, state, and federal standards related to student recordkeeping and admissions practices.

Catalog, Scheduling & Registrar Support

Assist the Registrar with development, annual revision, and publication of the Academic Catalog.

Provide scheduling support and student records processing during peak periods.

Serve as the primary backup to the Registrar, including:

- Transcript processing
- Course schedule updates and maintenance
- Student records requests and troubleshooting
- Athletic eligibility reviews and attestations

Leadership & Special Projects

Contribute to Student Services strategic planning, process improvement initiatives, and cross-departmental projects.

Provide guidance and training to Admissions personnel and student workers.

Manage relevant operational budgets responsibly.

Participate in committee work, professional development, and other duties as assigned.

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.