



**Treasure
Valley** COMMUNITY
COLLEGE

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

RECRUITMENT ANNOUNCEMENT

Program Assistant

(STEP Program)

PAY - \$15.00 per hour

JOB TYPE – Part-time (10 hrs per week)

DEADLINE – Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT – CTE

REPORTS TO – Dean of CTE

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 STEP Assistant will perform a variety of clerical and administrative duties in support of STEP and the staff working within the STEP program. A primary focus will be to maintain records, assist students, staff or the public, according to office function.

QUALIFICATIONS

MANDATORY: High School diploma, GED or equivalent and one year of clerical or administration support experience. Requires the use of general office principles and techniques of secretarial practices. Proficient use of but not limited to computer programs and software, internet, multiline phone, and additional office equipment. Must be or become familiar with policies and programs related to department served.

PREFERRED: Associates degree; two years of office or related experience in a higher education setting.

ESSENTIAL FUNCTIONS

Interacts as potential first point of contact for the department and assists students, staff and others with their questions in person, by phone, through email or social media. Handle department incoming and outgoing mail.



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Manage media/virtual/phone communication with current, former and prospective students via social media, audio/video recordings, Zoom meetings, MS team meetings, text, email, phone, and other programs and/or software.

Organize and complete prospective and enrolled student files. Ensure that all enrolled STEP student folders include all pertinent and required information for reporting purposes.

Generate and file reports and correspondence. Create, update and process programmatic reports (enrollment, student status, exiting, grant details, etc.) for staff as requested.

Gather materials, type agendas, record and distribute minutes of meetings as directed by department supervisor.

Purchase and/or order office supplies.

Use college software to retrieve and track student progress.

Help reconcile and file expenditures, requisitions, and other budget documents including purchase orders and receipts.

Attend professional growth training and/or conferences as budgeted and assigned.

Assist with 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 part-time, hourly position, working approximately 10 hours per week with a flexible schedule.

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.