



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

RECRUITMENT ANNOUNCEMENT

Student Programs Coordinator

PAY - \$38,000

JOB TYPE - Full-time

DEADLINE - Closes 5:00 pm 7-17-26

LOCATION - Ontario, Oregon

DEPARTMENT - Student Programs

REPORTS TO - Director of Student Programs

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!

POSITION SUMMARY

The Student Programs Coordinator develops, organizes, and delivers activities, programs, and events to enhance and support student life and the college experience. This position is responsible for assisting with student organizations, coordinating student activities and volunteer programs, creating leadership development opportunities, and serving as a liaison with the Associated Student Government on the Ontario campus and at the Caldwell Center.

QUALIFICATIONS

MANDATORY: Associates degree plus two years' work experience in a college or professional setting in student programs or activities; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. Expertise with planning, staffing, and supporting student programs. Strong interpersonal communication skills, and the ability to facilitate group activities. Train, supervise and evaluate assigned student-staff. Work independently for extended periods of time. Operate a motor vehicle safely in order to pick up entertainers, presenters, etc.

ESSENTIAL FUNCTIONS

In collaboration with the Director, oversee the operation of a comprehensive Student Activities program at the Ontario and Caldwell campuses, including the initiation and execution of educational, cultural, social, and recreational events.

Assist with student staff selection, training, and supervision. Assist with the implementation and coordination of a dynamic and progressive student leadership program.

Oversees the student employees in coordination with the Associated Student Government for programs, activities, and events with Student Programs staff.

Develop and implement strategic initiatives for the Student Life program.

Work with faculty and staff to develop co-curricular programming that assists with the growth and development of the student body.

Promote all campus activities to students, staff, faculty, and community.

Develop community connections and work to foster relationships with community organizations and businesses.

Manage and monitor clubs and organizations at the Caldwell Center and work with Associated Student Government to coordinate activities and events at the Caldwell Center.

Work to develop and advocate for ASG capital projects/initiatives to the Administration and Board of Education.

Foster communication between the Student Activities organization and Associated Student Government.

Abide by federal, state, local, and institutional policies. Perform all functions within compliance of the above restrictions as well as within FERPA (Family Educational Rights and Privacy Act) compliance.

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.