



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

RECRUITMENT ANNOUNCEMENT

CTE Outreach and Career Pathways Specialist

PAY - \$50,000

JOB TYPE - Full-Time

DEADLINE - Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT - CTE

REPORTS TO - Dean of CTE

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 employee's 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 TVCC for the purpose of providing outreach regarding Career & Technical Education for non-traditional and secondary students. The purpose of this position is to 1) increase alignment and articulation of programs of study with secondary partners in TVCC's service territory; and 2) increase opportunities for secondary students' participation in CTE programming, especially for underserved and remote locations.

QUALIFICATIONS

MANDATORY: Bachelor's degree in Education, Communications, or related CTE field, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform

the duties. Must have strong interpersonal skills and excellent verbal and written communication skills. Able to interact effectively with students of various ages, abilities and ethnic backgrounds.

PREFERRED: Previous community college experience and knowledge of Career and Technical programs in academia. Previous Student Services experience and work within diverse communities. Bilingual in English-Spanish.

ESSENTIAL FUNCTIONS

Commitment to a professional approach that promotes equitable outcomes for students and campus-wide diversity, equity, and inclusion practices.

Work effectively with colleagues and students of various cultures (including traditional, non-traditional and international students) and socio-economic backgrounds.

Participate in CTE Industry Advisory Committee meetings.

Track budget expenditures and work through the Dean of CTE to request changes in accordance with Career Pathways guidelines.

Develop, implement, and maintain a tracking system for Career Pathways outcomes and deliverables, based on the OR state definitions.

Prepare and submit grant reports on Career Pathways activities and outcomes.

Align Career Pathways activities with other programs that serve historically underrepresented student populations. Examples of such programs include STEP, STARS, and others that seek to increase opportunities for first-generation college students, economically disadvantaged, and underserved students of color.

Prepare information regarding the student outcomes of Career Pathways participants, to integrate into the institution's strategic planning processes (e.g., annual goals, Enrollment Management Plan, Retention Plan, Academic Plan, etc.).

Collaborate closely with Adult Basic Education, CTE departments, and program steering committee members to develop Career Pathways opportunities for students, including pathways transition options for Adult Basic Education and English as a Second Language students.

Collaborate with the college's technology department to market Career Pathways through TVCC's website or other platforms.

Collaborate with Public Information Officer to develop marketing materials (e.g., videos, brochures, case studies, etc.) for Career Pathways or targeted populations.

Collaborate with Student Services to advise students on Career Pathways opportunities, including Summer New Student Advising and Registration Sessions.

Integrate industry certificates into TVCC's certificates and degrees.

Assist CTE department chairs in developing Career Pathways options in all departments.

Represent the college at Career Pathways regional and state meetings, via webinar, virtual meetings, and/or in-person meetings, as approved.

Demonstrates commitment to promoting equitable outcomes for students and campus-wide diversity, equity, and inclusion practices.

Collaborate with personnel from Eastern Oregon Regional Consortium / Malheur ESD to coordinate efforts that support career exploration by connecting aptitude, career, and educational programming data.

Presents the above connections to secondary and non-traditional students.

Provides accurate career and educational advising information for CTE students in middle and high school.

Provides targeted CTE recruiting from designated high schools, fairs and other locations as assigned.

Delivers value-added workshops to secondary partners, such as 21st Century (aka Employability) Skills.

Connects CTE prospects to additional services at TVCC, by referring students to appropriate staff regarding career, personal, and transitional issues and other appropriate student services as deemed appropriate (Veterans Affairs, Financial Aid, Adult Basic Education, Disability Services, etc.).

Maintains records, student data, and other documents related to advising cohorts, recruiting, retention and appropriate reports. Provide basic information to the public regarding College vocational/technical training programs, Workforce Training and Education Programs.

Assess progress on all CTE Outreach metrics as outlined and directed by the Director of Institutional Effectiveness.

Actively seeks and participates in partnership efforts with high schools and other organizations to enhance participation by underserved communities.

Works with the Dean of CTE, Director of Advising and Dual Credit, Academic Advisors, Faculty, and secondary partners to coordinate and implement CTE dual credit efforts.

Establish and maintain collaborative relationships with Career and Technical Education (CTE) instructors, high school administrators, counselors, and college faculty to support the development, implementation, and maintenance of CTE dual credit articulation agreements and pathways.

Facilitate CTE dual credit student application, admissions, registration, and billing processes in collaboration with high school partners, Enrollment Services, and Business Office staff.

Provide guidance to students, parents, counselors, and instructors regarding registration procedures, tuition and fee information, deadlines, and program policies.

Assist in the planning, coordination, and delivery of training, orientation, and professional development sessions for dual credit instructors. Provide ongoing guidance and resources related to dual credit policies, procedures, state accreditation standards, curriculum alignment, assessment practices, and program compliance.

Provide support for TVCC CTE Outreach events including CTE Open House, FFA and Skills Contests.

WORKING CONDITIONS

Most work takes place in usual office working conditions, where the noise level is typical of most office environments with telephones, personal interruptions, and background noises. Significant daily contact in person and by phone with students, staff, and other schools.

May work evening/weekend hours. Frequent travel is required.

TERMS OF EMPLOYMENT

This is a full-time, Professional (partially grant funded), 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.