



Treasure Valley

COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT

Recruiter and Enrollment Coordinator

PAY - \$42,500

JOB TYPE - Full-Time

DEADLINE - Closes 5:00 pm 8-27-26

LOCATION - Ontario, Oregon

DEPARTMENT - Student Services

REPORTS TO - VP Student Services

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

The Recruiter and Enrollment Coordinator serves as a primary point of contact for prospective students and their families throughout the enrollment process. This position is responsible for recruitment, outreach, admissions support, and student onboarding activities that promote enrollment and student success. An Enrollment Coordinator represents Treasure Valley Community College both on and off campus, assists students through the admissions and registration process, and provides limited first-term enrollment guidance to support a successful transition into college. The position plays a key role in achieving institutional enrollment goals.

QUALIFICATIONS

MANDATORY:

- Associate's degree.
- Two (2) to five (5) years of experience in admissions, recruitment, advising, enrollment services, student services, marketing, sales, event planning, customer service, or related fields.



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- Knowledge of higher education systems, student services, admissions practices, and enrollment processes.
- Excellent interpersonal, presentation, organizational, and communication skills.
- Ability to establish and maintain effective working relationships with diverse populations.
- Strong technology skills, including proficiency with customer relationship management systems, student information systems, databases, and Microsoft Office applications.
- Ability to explain complex information clearly and effectively to students, families, and community members.
- OR any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties.

PREFERRED:

- Bachelor's degree.
- Experience working in admissions, advising, enrollment management, or student services within a higher education environment.
- Experience providing academic advising or student success coaching.
- Bilingual or multilingual skills, with Spanish fluency preferred.

ESSENTIAL FUNCTIONS

Recruitment and Outreach

- Develop, coordinate, and implement recruitment activities designed to meet enrollment goals, including visits to high schools, participation in community programs, career fairs, college fairs, business and industry events, and other outreach opportunities.
- Build and maintain positive relationships with high school counselors, teachers, parents, community leaders, youth organizations, coaches, employers, and other community stakeholders.
- Conduct presentations to prospective students, parents, schools, community organizations, and businesses regarding educational opportunities, programs, services, and student support resources available at TVCC.
- Collaborate with internal departments and external partners to support recruitment initiatives and increase student enrollment.
- Represent the College at both on-campus and off-campus recruitment events, maintaining a positive and professional image of the institution.
- Utilize electronic communications, and other innovative recruitment strategies to engage prospective students.

Admissions and Enrollment Support

- Serve as a primary resource for prospective students and families by providing information regarding admissions requirements, academic programs, financial aid resources, student services, and enrollment procedures.
- Assist students in completing admissions applications and navigating enrollment processes.
- Guide students through required onboarding steps, including placement processes, orientation, registration, and financial aid referrals.
- Maintain accurate records of prospective students and enrollment activities through the College's student information and customer relationship management systems.
- Monitor and track prospective student progress through the enrollment funnel and conduct timely follow-up communications to support conversion from inquiry to enrollment.
- Assist in preparing and updating recruitment, admissions, orientation, and advising materials.
- Serve as the primary contact for campus tours and scheduling.

First-Time Student Advising and Enrollment Support

- Provide basic enrollment guidance to prospective and newly admitted students regarding academic programs, placement processes, registration procedures, and student support services.
- Assist, in collaboration with Academic Advisors, first-time students with course selection and registration for their initial term in accordance with established advising and placement guidelines.
- Help students understand degree pathways, college expectations, and available campus resources that support student success.

- Participate in New Student Orientation, Advising and Registration Sessions, and other onboarding activities designed to support students' transition to college.
- Make appropriate referrals to faculty advisors, Student Services staff, Financial Aid, Career Services, and other campus resources for specialized advising and support.

Institutional Engagement

- Participate in College-wide enrollment management initiatives, recruitment planning, and student success efforts.
- Support campus visit programs, college preview events, financial aid workshops, orientation sessions, advising events, and other enrollment-related activities.
- Maintain current knowledge of College programs, policies, procedures, transfer pathways, articulation agreements, and student support services.
- Research and implement best practices and emerging trends in college recruitment, admissions, advising, and student engagement.

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. Travel and work outside of normal business hours may occasionally be required.

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 política 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.