



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

RECRUITMENT ANNOUNCEMENT

Test Administrator / Administrative Assistant (Warner Creek Correctional Facility)

PAY - \$45,000

JOB TYPE - Full-Time

DEADLINE - Open until filled

LOCATION - Lakeview, Oregon

DEPARTMENT - Corrections

REPORTS TO - Director of Corrections

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 Test Administrator/Administrative Assistant will plan, coordinate, facilitate, administer, and monitor all GED and CASAS testing for Adults in Custody at WCCF as prescribed by state and college policies and procedures. This position also performs a multitude of student services roles such as financial aid advising, recruiting and advising for Adults in Custody (AIC) participating in the Pell Program, working closely with TVCC staff. In addition, this position will provide administrative support for the Education Coordinator and general education operations at WCCF.

QUALIFICATIONS

Mandatory: Fundamental computer skills and the ability to learn and use job-related word processing systems and databases (i.e. Inmate Education Database and AS400) are necessary. Minimum two years

of administrative and/or office management experience. Attention to detail, managing verbal and written information effectively and efficiently is essential. Ability to interact effectively with individuals who demonstrate a diverse range of personalities and skill levels. Must have effective oral and written communication skills. Must be or become familiar with policies and programs related to department served.

Preferred: Prior work experience at a community college and/or a correctional facility. Bilingual (Spanish/English).

Special: Must be able to pass and maintain security clearance and be approved to enter Oregon Department of Corrections facilities.

ESSENTIAL FUNCTIONS

Oversee testing programs (GED, CASAS, Steps Listening Test, classroom predictive tests) in accordance with established policies and procedures of Treasure Valley Community College, the Pearson Vue GED Testing Service, Higher Education Coordinating Commission, Oregon Department of Corrections, and Warner Creek Correctional Facility.

Verify the identity and eligibility of testing candidates. Register qualified students with the GED Testing Service. Create and maintain student files relative to GED testing. Schedule and communicate day and time of upcoming GED test sessions, including creating DOC 400 call-outs for testers. Administer all GED tests. Troubleshoot testing programs when necessary. Maintain confidentiality and security of all testing materials, test logs, test session reports, and other required documentation. Shred outdated records as per guidelines. As PELL funded classes begin, establish Cengage accounts for TVCC PELL students at WCCF.

Administer CASAS tests as requested by the instructors and according to new student needs for appraisals or pre-tests. Scan resulting test sheets. Perform accurate data entry of various test results into various databases. Complete weekly, monthly, and annual reports and relevant analysis as requested. Process approximately one dozen reports issued weekly via email from Oregon Department of Corrections Education and Training Unit. Enter data into the AIC Education Database. Submit Verification Requests to Education and Training Unit regarding student claims of prior High School diploma/GED attainment and process those findings accordingly. Research student claims of completed GED testing at non-DOC locations. Respond to information requests from outside agencies.

Serve as liaison between WCCF's Education Program and GED test vendor Pearson-VUE (PV) regarding PV site 71936. Respond to all PV requests/inquiries around test site activity. Create Cases (Incident Reports) when necessary and as required. Work with Pearson-VUE and or DOC IT personnel as necessary. Perform periodic PV software updates on the testing laptops and all student test machines.

Review Federal and State regulations, Department of Corrections regulations and policies and College policies and translate these policies to determine how they affect the Pell program(s) at WCCF. Implement changes necessary to comply with Federal, State and College laws, regulations and policies.

Provide initial and on-going training for ESL, ABE, and GED AIC tutors regarding policies and procedures, and the interpretation of test results, for CASAS and GED. Participate in the development of new -and the refinement of existing- policies and procedures related to the various forms of testing. Monitor college classrooms and proctor exams for remote instructors.

Attend periodic DOC training regarding policies, procedures and effective habits at WCCF and/or SRCI in Ontario, Oregon.

Adhere to all DOC requirements as they pertain to Contractors/Security Plus staff.

Communicate and cooperate effectively with DOC personnel. Participate in monthly state-wide Test Administrator video conferences. Attend TVCC main campus education workshops and meetings as required. Participate in WCCF-based Corrections Education activities.

Assist Education Coordinator with tasks associated with supporting the office and classroom. These tasks may include: ordering supplies and taking inventory; reconciling credit card purchases through the college system; assisting with student log-ins and management of student materials and other general administrative tasks.

Resolve any testing issues that may arise in the Education Coordinator's absence.

WORKING CONDITIONS

The work site is within a correctional facility. The actual office environment is typical of most offices. However, the noise level in the work area is somewhat louder than most office environments with metal doors and loudspeakers, in addition to telephone, personal interruptions and other office background noises.

The position is funded by an intergovernmental cooperative service agreement contracted with Oregon Dept. of Corrections. The person staffing this position will work within the confines of Warner Creek Correctional Facility and must pass all security screening criteria as established by the OR DOC and WCCF prior to and during the term of employment. This position is completely dependent upon sufficient available funds from OR DOC to support the position and is subject to termination in accordance with the terms and conditions of the Intergovernmental Cooperative Education Services Agreement between TVCC and DOC. WCCF is a drug free/tobacco free institution.

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.