Residence Life, Food Service & Student Conduct Coordinator
Full-time, Professional

REPORTS TO: Director of Student Programs and Residence Life
LOCATION: Ontario, Oregon
STARTING DATE: As soon as mutually agreed

PURPOSE: This is a full-time position that develops and helps administer a comprehensive residence life and food service program to develop student living-learning communities that foster academic excellence and personal growth. The position provides coordination, facilitation, and administration for student conduct within the established policies of Treasure Valley Community College.

QUALIFICATIONS
MANDATORY: Bachelor’s degree with two years of residence life and food service experience; additional residence life experience may substitute for the degree requirement. Outstanding leadership and communication skills with the ability to maintain positive interpersonal interactions with a diverse population. Demonstrated ability of supervisory, budget, and management skills. Must be able to work a flexible schedule, which includes on-call hours during the evenings and weekends. Due to on-call status, must live within 20 miles of campus.

PREFERRED: Master’s degree in student development or closely related field. Activities and event planning experience in a group living environment. Case management or conduct management in a higher education setting. Community College experience and extensive work with student database and related computer skills. Multilingual; English-Spanish preferred.

ESSENTIAL FUNCTIONS
Under the direction of the Director of Student Programs and Residence Life, provide oversight for the planning, development, implementation and evaluation of a comprehensive residence life program that contributes to the intellectual and interpersonal development of up to 142 resident students.

Provide general oversight for leadership development programs, group and individual consultation and crisis support, mediation of conflicts and adjudication of contract violations, educational programming for residents, monitoring administrative budgets, and provide on-call responsibility for the campus.

Serve as the Student Conduct Coordinator for TVCC including extension centers. Serve as the chief conduct hearing officer responsible for hearing cases that may result in students’ separation from the college.

Work with the Director of Student Programs to train campus staff, faculty, administration, and students on the Student Rights, Freedoms, and Responsibilities and the process for filing student conduct violations.

Refer students who are having difficulty with academic, personal, or financial issues to the Student Intervention/Disabilities Coordinator.

Respond to emergency situations and student discipline violations. Act as liaison with law enforcement agencies due to resident student issues or conflicts.

Assist with the selection, supervision, training and evaluation of Resident Assistants.

Assist the Assistant Residence Life Manager with the coordination of assignments of rooms, maintain occupancy records, prepare occupancy reports, and oversee related business practices.
Oversee the coordination of student related educational, social, recreational, and cultural programs in collaboration with the Student Programs office.

Organize and supervise all aspects of student registration and appropriate fee collection, in coordination with other college departments and staff. Assist with student payments and disburse student refunds in accordance with College internal control procedures. Process bills for the residence life department in accordance with college regulations and applicable policies.

Coordinate summer conferencing for the residence hall.

Provide general direction and serve as the liaison to the contracted food service provider. Assist with all food service operations, including restaurant dining, catering, cafeteria, snack bars, and possibly satellite operations. Assist with the oversight of all phases of food purchasing, preparation, production control, merchandising, service, staffing, inventory control and budget oversight. Meet regularly with the food service director and regional Food Service Provider representative to ensure that the food service provider is meeting the intended outcomes as desired by the college.

Assist with marketing and promotion of residence life program and assist with the production of events on campus under the direction of the Director of Student Programs and Residence Life.

This announcement covers the most significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

**TERMS OF EMPLOYMENT**

This is a full-time, 12 month, FLSA exempt from overtime, Professional position with benefits, including family medical insurance, paid leave, and Oregon retirement plan. **Annual salary range is $47,500 to $50,000, depending on experience.** Due to on-call status, must live within 20 miles of campus. An on-campus apartment may be provided for this position as well as a complimentary food service meal plan (“Silver”) during the academic year.

**APPLICATION PROCEDURE**

A complete application file consists of the following:

1. A letter of interest stating how you are qualified to perform the duties of the position;
2. A resume;
3. College transcripts, if any (copies are acceptable at this time);
4. A TVCC application for employment. A pdf fillable application may be downloaded at [www.tvcc.cc](http://www.tvcc.cc) About TVCC > Jobs at TVCC > Current Openings.
5. If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3).

**NOTE:** If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures.

**APPLICATION DEADLINE:** Position will remain open until filled. Emailed materials will not be accepted; all materials should be submitted or mailed to: Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.
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 grounds of race, color, sex, marital status, sexual orientation, 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 nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839.

Persons having questions about or requests for special needs and accommodation should contact the Disabilities Services Coordinator at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.