

Veterans Upward Bound Student Services Specialist  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=247631>

Downloaded On: Oct. 28, 2024 6:20am

Posted Oct. 25, 2024, set to expire Jul. 11, 2025

<b>Job Title</b>	Veterans Upward Bound Student Services Specialist
<b>Department</b>	Veterans Upward Bound
<b>Institution</b>	Truckee Meadows Community College Reno, Nevada
<b>Date Posted</b>	Oct. 25, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Student Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5751890">https://apptrkr.com/5751890</a>

**Apply By Email**

**Job Description**

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**Veterans Upward Bound Student Services Specialist**

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

**Job Description**

Truckee Meadows Community College (TMCC), located in Reno, Nevada is seeking applicants for a Student Services Specialist for Veterans Upward Bound. The Student Services Specialist is the

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primary service provider to program participants served by the Veterans Upward Bound Program, a federally funded TRIO grant by the US Department of Education located in TMCC's Student Services Division. The program is designed to serve veterans who are low-income and potential first generation college students to prepare for success in postsecondary education. This is a part-time (80%), grant funded, administrative position reporting to the Director of Veterans Upward Bound at Truckee Meadows Community College. The Student Services Specialist provides a wide array of student development activities and support services to include: assessment; advisement; postsecondary pre-enrollment services; information and assistance with financial aid, admissions; college orientation; outreach and recruitment; referrals to and coordination with college and community resources.

### **Minimum Qualifications**

1. Associates degree from a regionally accredited institution
2. One (1) year of experience with counseling, advisement, or student services in a postsecondary institution OR one (1) year of experience with federally funded programs, human services or veteran organizations.

### **Preferred Qualifications**

1. Bachelor's degree from a regionally accredited institution
2. Two (2) years of experience with TRIO programs, veterans, or adult learners.
3. Experience with assessment instruments and interpretation of results.
4. Knowledge utilizing student educational data systems (such as PeopleSoft or CT Banner.)
5. Experience in developing educational plans, case management, or career services.

### **Responsibilities:**

Candidates must exhibit an appreciation of, a sensitivity to, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological and ethnic backgrounds.

1. Assist with outreach and recruitment, identification, and selection of program participants.

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2. Conduct intake and eligibility documentation.
3. Formulate participant Individual Career Plans.
4. Administer pre and post testing and needs assessments.
5. Provide educational preparation services to include: academic advisement, admissions and registration assistance, financial aid and veterans' educational benefits information, and other postsecondary pre-enrollment transitional services.
6. Utilize student educational data systems (PeopleSoft) to access assessment scores, verify student progress, and develop educational plans.
7. Present information in group format and individual basis to include college success skills and financial literacy.
8. Conduct special program events and student activities to include campus tours, cultural and educational field trips.
9. Make referrals, identify and coordinate a support system of other college and community personnel and resources for collaborative efforts to ensure veteran student success.
10. Maintain databases, records, and files of required federal and other program and participant documentation.
11. Conduct follow up activities on program participants for tracking postsecondary progress.
12. Assist with the federal annual performance reporting and other internal program reporting.
13. Assist with the planning and implementation of new initiatives and program services that promote veteran student success and the fulfillment of grant requirements.
14. Other related duties as assigned by the director.

### **Salary and Benefits Information:**

**Salary:** \$35,110 - \$43,888 initial salary placement will be dependent on education level and years of experience.

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(prorated for part-time work, full-time range is \$43,888 - \$54,860)

### Perks of Working at TMCC

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, 19 annual leave days, a beginning balance of 24 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

### Exempt

Yes

### Full-Time Equivalent

80.0%

### Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

In order to be given full consideration all of the following must be attached to your application.

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**1) Resume/CV**

**2) Cover Letter**

**3) Contact Information for three Professional References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.**

**This position is open until filled. Initial applicants will be reviewed on 9/17/2024. Applicants are encouraged to apply immediately for full consideration.**

**Posting Close Date**

10/29/2024

**Note to Applicant**

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

**To apply, visit [https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Meadowood-Center/Veterans-Upward-Bound-Student-Services-Specialist\\_R0144180-1](https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Meadowood-Center/Veterans-Upward-Bound-Student-Services-Specialist_R0144180-1)**

*Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000*



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*students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.*

*A vital leader in the New Nevada's growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to [www.tmcc.edu](http://www.tmcc.edu) or view our virtual tour at [tour.tmcc.edu](http://tour.tmcc.edu).*

*The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.*

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### Contact Information

Please reference AcademicKeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

N/A

Truckee Meadows Community College

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