

**Campus Connections Coordinator
Truckee Meadows Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=255537>

Downloaded On: Apr. 19, 2025 2:31am

Posted Apr. 9, 2025, set to expire Jul. 11, 2025

Job Title	Campus Connections Coordinator
Department	
Institution	Truckee Meadows Community College Reno, Nevada
Date Posted	Apr. 9, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services Communications/Public Relations
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Job Description	

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Campus Connections Coordinator

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.

Job Description

Campus Connections Coordinator Truckee Meadows Community College

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The Campus Connections Coordinator serves as a point of contact for employees and students, both current and prospective, to address questions, concerns, or issues related to fostering a respectful, supportive, and sustainable campus environment. In conjunction with the Program Director, this position supports efforts to foster interconnectedness and related practices in all areas of the College. This position is responsible for developing and implementing programs that develop interconnection strategies that promote and improve the social and civic experience of TMCC students, faculty, staff and the community TMCC serves. Additionally, the position involves data collection and analysis to assist the Program Director in evaluating campus programs and progress. The Coordinator serves, as designated, as the community liaison with multiple agencies and organizations. Lastly, the Coordinator serves as the Student Life Department's Liaison for NSHE Native American Fee Waiver and NSHE Foster Youth Fee Waiver.

Minimum Qualifications:

1. Bachelor's degree and one (1) year of directly paid professional experience **OR** Associate's degree and three (3) years of directly paid professional experience.
2. Knowledge of College Student Development.
3. Candidates must demonstrate an ability to work effectively with individuals and groups from various backgrounds.

Preferred Qualifications:

1. Master's degree and two (2) years of full-time, direct paid professional experience.
2. Experience working in education or related field, preferably a community college.
3. Experience supervising part-time staff and student workers.

Responsibilities:

1. Serve as Student Life's Liaison for the NSHE Native American Fee Waiver and NSHE Foster Youth Fee Waiver.
2. Work closely with and collaborate with Admissions and Records, Financial Aid, and the Cashier's Office.
3. Outreach to community partners for Native American/Indigenous advocacy and collaborations.
4. Tracking, monitoring, and reporting on TMCC students with the NSHE Native American Fee Waiver.
5. Meet regularly with Native American/Indigenous students with individual and group meetings

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regarding the fee waiver and the student experience on campus

6. In collaboration with the Program Director, this position supports fostering campus connections and enhancing interconnectedness through development of policies and procedures guided by principles that support a thriving and collaborative campus community.

7. Serve as the institutional representative at events and programs at the discretion of the Program Director.

8. Assist with publicizing, promotion, and communication regarding office programming. Provide support for the Northern Nevada Diversity Summit and other system-wide collaborative initiatives.

9. Manage and supervise student employees.

10. In collaboration with the Program Director, communicate the office's initiatives to faculty, staff, and students to create visibility for the College's campus connections efforts to enhance the welcoming, respectful, and inclusive environment of the College.

11. Lead, manage, and champion specific initiatives and programs as designated by the Program Director.

12. Assist with the management of the Center for Community and Global Connections for TMCC.

13. Conduct on-going assessments and evaluate the effectiveness of programs and strategies implemented by this office.

14. Assist the Program Director with calendar, travel arrangements, meeting logistics, and other administrative needs.

15. Perform related work as required.

Salary and Benefits Information:

Salary: \$53,104 - \$66,380, salary placement will be dependent on education level and years of experience.

Perks of Working at TMCC

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 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

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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

100.0%

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.

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

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.

Posting Close Date

05/7/2025

Note to Applicant

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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---Truckee-Meadows-Community-College---Dandini-Campus/Campus-Connections-Coordinator_R0146900-1

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCC's five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 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 or view our virtual tour at 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

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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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