

Veterans Upward Bound Recruiter- Part Time Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=260468>

Downloaded On: Aug. 18, 2025 6:47am

Posted Jul. 31, 2025, set to expire Jul. 11, 2026

Job Title	Veterans Upward Bound Recruiter- Part Time
Department	
Institution	Truckee Meadows Community College Reno, Nevada
Date Posted	Jul. 31, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff Part-Time/Temporary Staff
Academic Field(s)	Student Services
Apply Online Here	https://apptrkr.com/6422016
Apply By Email	
Job Description	

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Veterans Upward Bound Recruiter- Part Time

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

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Truckee Meadows Community College (TMCC), located in Reno, Nevada, is seeking applicants for a Recruiter in the Veterans Upward Bound (VUB) program. This is a part-time LOA position, up to 19.5 hours a week. This is a temporary, grant-funded position. The current grant runs through August 31, 2025 with anticipated continued funding through August 31, 2026.

Under direct supervision, responsibilities include, but are not limited to:

- Make and maintain relationships with Northern Nevada Veterans organization and community
- Attend community outreach events to recruit students for the Veterans Upward Bound (VUB) program
- Market and promote the Veterans Upward Bound (VUB) program

Required Qualifications:

- Graduation from high school or equivalent education **OR** an equivalent combination of education and experience
- Networks with or is connected with other Veteran agencies and community organizations

Preferred Qualifications:

- Graduation from college with an associate's or bachelor's degree.
- Used veteran educational benefits to attend college
- Veteran of the US military

Essential Duties and Responsibilities:

- Greets and interacts with veteran and other members of the community.
- Provides information and assistance to and the public and potential students regarding the VUB program.
- Assist potential students accurately fill out program application
- Schedule appointments and make referrals within the college and community organizations
- Provide information about resources in the veteran community
- Comfortable using email and computer systems
- Assemble and disassemble pop-up banner and/or canopy
- Ability to lift 40lbs.
- Use of personal vehicle to attend outreach events

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- Performs other related duties as requested or assigned.

Schedule:

The typical schedule for this position is Tuesdays and Thursdays, plus a flexible schedule as community event attendance dictates.

Salary:

This part time position is offering \$20.

About TMCC

We are Northern Nevada's premier jobs college, and we partner with employers across our region to keep our programs on the cutting edge. We offer over 60 short-term certificates and many degree programs, including Associate of Arts, Associate of Science, Associate of Applied Science, Bachelor of Science, Bachelor of Architecture, and Bachelor of Applied Science degrees. TMCC serves approximately 10,000 learners who take classes at our four Reno locations: the Dandini campus, the Redfield campus, the Meadowood campus, and the Edison campus.

Our Values

TMCC is committed to:

- Student access and success
- Excellence in teaching and learning
- Evidence of student progress through [assessment of student learning](#)
- Nurturing a climate of innovative and creative thought
- Collaborative decision making
- Environmental sustainability and a healthy college community
- Responsible and sustainable use of resources
- Ethical practices and integrity
- Respect and compassion for all persons
- Community development through partnerships and services
- Fostering responsible participation in a democratic society

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Conditions of Employment

This is an on-going pool of qualified individuals interested in part-time, temporary non-tenure track instructional opportunities at Truckee Meadows Community College. These opportunities are part-time only and will not be continued beyond the ending date. These opportunities may be terminated at will, at any time, for any reason, without notice; the appointee has no appeal rights. Temporary assignments are not eligible for consideration for tenure as part of the assignment.

Exempt

No

Full-Time Equivalent

47.5%

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) Unofficial Transcripts

Posting Close Date

08/31/2025

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

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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/Veterans-Upward-Bound-Recruiter--Part-Time_R0148445

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 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 Nevadas 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 persons 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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