

Assistant Director - Veterans Upward Bound  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=243403>

Downloaded On: Aug. 31, 2024 10:14pm

Posted Aug. 20, 2024, set to expire Dec. 17, 2024

<b>Job Title</b>	Assistant Director - Veterans Upward Bound
<b>Department</b>	Veterans Upward Bound
<b>Institution</b>	Truckee Meadows Community College Reno, Nevada
<b>Date Posted</b>	Aug. 20, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5543796">https://apptrkr.com/5543796</a>

**Apply By Email**

**Job Description**

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**Assistant Director - Veterans Upward Bound**

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) is seeking applications for an Assistant Director position in the Veterans Upward Bound (VUB) Program. Under the direction of the Director, the

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Assistant Director will assist with program operations and management to ensure the success of enrolled participants. The program is designed to serve veterans who are low-income and potential first-generation college students to prepare for success in postsecondary education. The position will assist program staff in providing a wide array of student development activities and support services including assessment; advisement; academic preparation; postsecondary pre-enrollment services; and referrals.

### **Minimum Qualifications**

1. Bachelor's degree from an accredited institution.
2. Three (3) years of work experience with student services in a postsecondary institution or work in a community organization.

### **Preferred Qualifications**

1. Master's degree from an accredited institution.
2. Three years of experience working with veterans.
3. Demonstrated leadership, management, and supervisory skills.
4. Experience in grant writing and data analysis.

### **Key Responsibilities**

- Assist in the preparation of grant proposals, reports, and budgets to secure funding and support for the program.
- Assist in recruiting, training, leading, developing, and mentoring direct reports including providing annual evaluations.
- Coordinate the collection and analysis of data to measure program outcomes to improve services and adhere to the U.S. Department of Education's TRiO grant requirements.
- Oversee and assist in the coordination of veteran student recruitment.
- Collaborate with stakeholders to develop and maintain partnerships within the college and community to enhance program effectiveness and sustainability.
- Develop marketing strategies to promote the program.
- Perform other duties as assigned.

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### Salary and Benefits Information:

**Salary:** \$71,615 - \$89,519 initial 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 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

100.0%

### Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the

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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.

**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**

09/16/2024

**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.

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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/Assistant-Director---Veterans-Upward-Bound\\_R0144193-1](https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Meadowood-Center/Assistant-Director---Veterans-Upward-Bound_R0144193-1)

*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 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](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 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.*

### Contact Information

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

### Contact

N/A

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