



POSITION TITLE: Pandemic Sanitation Worker/Office Personnel

POSITION #: TBD

POSITION STATUS: Temporary Position

REPORTS TO: General Labor I/TRiO Student Support Services Director

SUPERVISES: N/A

CAMPUS: Valley Campus

POSITION SUMMARY:

In response to the COVID-19 pandemic and through a partnership with the Colorado Rural Workforce Consortium and the COResponds Grant, this position will be cleaning and disinfecting high touch and occupied areas before and after use. The physical demands of the position include, but may not be limited to, bending, kneeling, lifting, pushing, pulling, walking, and wiping. Will be using cleaners, disinfectants, sanitizers and other chemicals to clean surfaces. Protecting personal identifiable information (PII), student confidentiality, and Family Education Rights and Privacy Act (FERPA) related information is mandatory.

DUTIES AND RESPONSIBILITIES:

- Regularly sanitize Office Equipment after use.
- Return phone calls and send emails to community members impacted by the pandemic that are requesting help.
- Maintain confidentiality and safe keeping of documents when working with personal identifiable information (PII)
- Interact directly with participants when they come to TSC for assistance following all COVID-19 health and safety precautions. Keep reception area clean and sanitary
- Assist in preparing communication materials, including resources available to the community impacted by the pandemic. Including scanning and processing Family Education Rights and Privacy Act (FERPA) protected documents
- Perform all other duties as assigned in efforts to support humanitarian aid due to COVID-19. Including assisting potential students/parents with enrollment process
- Cleaning/sanitizing high-touch areas throughout the day (doors, seating, entry ways, etc.)

REQUIRED QUALIFICATIONS:

Applicants must meet one or more of the following criteria to be eligible for temporary job placement in partnership with COResponds through the Colorado Rural Workforce Consortium:

- Workers temporarily or permanently laid off as a result of the pandemic
- Self-employed individuals who are unemployed or underemployed as a result of the pandemic
- Dislocated Workers as defined under WIOA
- Long-term unemployed workers

NECESSARY SPECIAL REQUIREMENTS:

Background check and drug test is required. Applicants will be required to wear an approved protective facemask for the entirety of their shift.

SALARY:

Hourly rate is \$15.98-\$17.66 based on experience.

Application Instructions

For consideration, an applicant complete/ submit the following:

- Contact Colorado Workforce Center at (719) 589-5118 and ask for Renae Chavez Ext. 5 or Debra Gomez Ext.1 to ensure eligibility through COResponds.
- A letter addressing the professional qualifications listed in the position description
- The names and telephone numbers of at least three (3) references from persons in a position to evaluate the applicant's expertise as it relates to the position requirements

IMPORTANT NOTE: Travel and/or relocation expenses are the responsibility of the candidate and are not reimbursed by the College.

CLOSING DATE:

Application screening will begin immediately and only candidates that meet required qualifications will be considered. This position will remain open until filled.

SUBMIT ABOVE APPLICATION MATERIALS TO

TSC Search Committee: Pandemic Sanitation Worker/Office Personnel
ATTN: Yvette Atencio, Director of Human Resources
600 Prospect Street, Campus Box 181
Trinidad, CO 81082
(719) 846-5538
Email: Yvette.Atencio@trinidadstate.edu
Fax: (719) 846-5067 (direct fax, does not require cover sheet)

Inquiries

Yvette Atencio, Human Resources Director – (800) 621-8752, ext. 5538 or 719-846-5538

Notice of Non-Discrimination

Trinidad State College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. Individuals affiliated with the College shall not be subjected to unlawful discrimination and/or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as “civil rights laws”), including protections against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities.

The Board recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the workforce. The Board also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated its Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources at Trinidad State College, 600 Prospect Street, Trinidad, CO, 81082, 719-846-5538. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Notice to All Applicants

Former employees of the Colorado Community College system or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on your application/within your application materials. All materials submitted become the property of Trinidad State College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

ABOUT TRINIDAD STATE COLLEGE

Trinidad State College is designated as Hispanic Serving Institute (HSI), and is a state-supported, two-year institution of higher education. The College was established by an act of the State Legislature in 1925, and is the oldest public two-year college in the State of Colorado. The College’s Service Area includes eight rural counties characterized by low population density and small communities. One campus is located in Trinidad and is a residential campus while the other, located in Alamosa, is a commuter campus. Both campuses serve distinct populations. As a comprehensive Community College, Trinidad State College not only offers ongoing transfer Associate of Arts Degree and Associate of Applied Science (vocational) Degree programs, but also has developed and implemented numerous successful short-term vocational certificate programs, and totally inclusive adult education and developmental programs.

For information regarding Trinidad State College Security, including crime statistics for the Trinidad and Alamosa campus and surrounding area, please see the Trinidad State College Campus Security website at <https://trinidadstate.edu/security/index.html>. For a hard copy report, please contact 719-846-5618.

About Trinidad, Colorado

A well-known landmark, Fisher's Peak, overlooks the City of Trinidad, which is nestled in a valley surrounded by pion-studded hills. Located 185 miles south of Denver, and just 15 miles north of the New Mexico border on Interstate Highway 25, Trinidad abounds in a panorama of mountain beauty. Ski slopes are within a 60-minute drive from the campus. Trinidad's nine-hole golf course is one of the best in the state. Trinidad Lake State Park, Bear, Blue, Monument and North lakes all offer outstanding fishing, boating, camping, hiking and outdoor recreation opportunities. Having a population of approximately 10,000, Trinidad is known for the convenience and friendliness of small-town living. The area is unexcelled for its moderate, dry climate.

About Alamosa, Colorado

The Trinidad State College Valley Campus is located in the San Luis Valley, which consists of six counties. Located in a broad, mostly flat valley, as much as 100 miles long and 75 miles wide, with an elevation of 7,500 feet at the Valley floor, the region is rimmed by high mountains to the north, east, and west, with elevations up to 14,345 feet. The Rio Grande River rises in the western part of the region and flows south into New Mexico. The region has an area of 8,180 square miles and a population of approximately forty thousand people.

Highway transportation in the Valley includes U.S. Highway 285, traversing the Valley from north to south, and U.S. Highway 160, which connects the Valley with Interstate 25 to the east. Rail service to many communities in the region is provided by the Denver and Rio Grande Western Railroad. Alamosa is served by a commercial airline with daily flights to Denver and New Mexico cities.

Scenic and recreational attractions are another major resource of the San Luis Valley including the Great Sand Dunes National Monument; Wolf Creek Ski Area; Rio Grande and Gunnison National Forests; San Luis, the oldest city in Colorado; Conejos, with the oldest church; the old mining town of Creede; and the Narrow-Gauge Railroad, which runs between Antonito, Colorado and Chama, New Mexico over spectacular Cumbres Pass. Surrounding the Valley are the San Juan and Sangre de Cristo mountain ranges, with nine peaks rising above 14,000 feet.

TSC MISSION STATEMENT

Enriching our diverse communities by providing quality educational experiences and promoting lifelong learning.