

For students whom are unsure of their eligibility for Federal Work Study, please contact TBCC's Financial Aid Office at tbccfinancialaid@tillamookbaycc.edu, call (503) 842-8222, extension 1130 or inquire at Student Services.

Unless otherwise noted, all work study positions are paid at minimum wage and the student receives a monthly paycheck for hours worked during each payroll period the student is employed.

Tillamook Bay Community College is pleased to offer the following work study positions to eligible students.

TBCC Office of Information Technology (IT):

Computer Assistant

The student assists TBCC's IT Team with maintaining the operation and functionality of college computers and other electronic equipment. Duties assigned are of average difficulty.

Specific Job Responsibilities:

- Computer Lab Updates
- Windows Updates
- Hardware Updates
- Software Installations
- Classroom Updates
- Other duties as assigned

Required Skills and Experience:

- Computer Skills
- Familiarity with computer terminology

Preferred skills include, but are not limited to:

- Good communication skills
- Knowledge of computer operations
- Keyboarding skill at 35 WPM or higher

If interested, please submit your resume to Sheryl Neu, IT Director.
sherylneu@tillamookbaycc.edu or call to schedule an interview (503) 842-8222, ext 1610.

The review of resumes may be on a first come, first served basis.



TBCC Library:

Library Assistant

The student performs general tasks of a routine nature. Duties assigned are standard, limited and of average difficulty. The successful candidate must demonstrate maturity and responsibility, as this position serves their peers and the public.

Specific Job Responsibilities:

- Basic Circulation Desk duties
- Checking books and library materials out to patrons
- Checking books and library materials in from patrons
- Address questions from patrons
- Answer telephone
- Maintain a quiet environment conducive to valuable studying/learning
- Assist with special projects, per supervisor direction
- Other duties as assigned

Required Skills and Experience:

- Good customer service skills
- Ability to take direction
- Ability to work independently
- Ability to function effectively in a busy environment
- No previous experience is required

Preferred skills include, but are not limited to:

- Good communication skills
-

If interested, please submit your resume to Masyn Phoenix, Library Director.

masynphoenix@tillamookbaycc.edu, or call to schedule an interview (503) 842-8222, ext 1710.

The review of resumes may be on a first come, first served basis.



TBCC Student Services:

Student Services Assistant

The student performs general tasks of a routine nature. Duties assigned are standard, limited and of average difficulty.

Specific Job Responsibilities:

- Departmental filing
- Maintaining sufficient inventory of forms, information documents, etc. which are available to students and the public
- Assist with the revision of documents and forms
- Assist with special projects, per staff direction
- Assist with answering telephone
- Other duties as assigned

Required Skills and Experience:

- Ability to take direction
- Ability to function effectively in a busy environment
- No previous experience is required

Preferred skills include, but are not limited to:

- Good communication skills
- Knowledge of basic office skills
- Keyboarding skill at 35 WPM or higher
- Familiarity with MS Word, MS Excel, MS PowerPoint and MS Outlook
- Bilingual

If interested, please submit your resume to TBCC's Student Services Office.

The review of resumes may be on a first come, first served basis.



SMART (Start Making A Reader Today) Program:

Reader Assistant

The work study student spends the majority of their time reading one-on-one with 2nd and 3rd grade students enrolled in the SMART program at South Prairie Elementary School. The position is directly supervised by the SMART Program Coordinators on site. The student is responsible for the set up prior to each reading session, putting away materials and equipment at the conclusion of each session and provides assistance with inventory of books and materials. The student must submit an application to the SMART Program and must be able to pass a background check to work with school age children. Student is responsible for their transportation to and from the work site at their own expense.

Specific Job Responsibilities:

- Must be available on Tuesdays and Thursdays from 11:00 a.m. to 1:00 p.m.
- Must be committed to their work schedule each Tuesday and Thursday. Days and times for this position are not negotiable
- Reads to assigned 2nd and 3rd grade children
- Responsible for set up each day of scheduled reading
- Responsible for putting materials and equipment away at the conclusion of each session
- Data entry into a designated spreadsheet as directed
- Other duties as necessary

Required Skills and Experience:

- Ability to read
- Ability to read to children and provide encouragement
- Ability to connect with young children
- Willingness to be a positive role model.

If interested, please submit your resume to Sally Jackson at sallyjackson@tillamookbaycc.edu, or call to schedule an interview (503) 842-8222, ext 1130.

The review of resumes may be on a first come, first served basis.

This position begins November 1, 2016 and concludes mid-May, 2017.



TBCC Office of Instruction:

Office Support Staff

The student performs general office (clerical) tasks of a routine nature. Duties are consistent with standard office tasks, functions, procedures, processes and operations

Specific Job Responsibilities include, but are not limited to:

- Photocopying
- File Management
- Document Scanning
- Assist with the development, organization and editing of departmental guides, documents and forms.
- Maintain and organize sufficient inventory of departmental office supplies
- Assist with special projects, per staff direction
- Greet Visitors
- Assist with answering telephone
- Other duties as assigned

Required Skills and Experience:

- Ability to take direction
- Ability to function effectively in a busy environment
- No previous experience is required

Preferred skills include, but are not limited to:

- Good communication skills
- Knowledge of basic office skills
- Keyboarding skill at 35 WPM or higher
- Familiarity with DocuWare, MS Word, MS Excel, MS PowerPoint and MS Outlook

If interested, please contact Ann Hovey at annhovey@tillamookbaycc.edu, or call to schedule an interview (503) 842-8222, ext 1030

The review of resumes may be on a first come, first served basis.



Tillamook Coast Tourism:

Office Clerk

The student performs general tasks of a routine nature. Duties assigned are standard, limited and of average difficulty.

Specific Job Responsibilities:

- Set up/Maintain paper based filing system
- Data Entry
 - Excel Spreadsheets
 - Filemaker Spreadsheets
 - Additional online systems
- Organize/Maintain system for tourism brochures
- Other duties as assigned

Required Skills and Experience:

- Ability to take direction
- Ability to function effectively in a busy environment
- Ability to organize files alphabetically
- Ability to organize files by type
- Ability to accurately enter data into various spreadsheets
- Use of MS Word and Excel
- Excellent verbal communication
- Accurate spelling and review of work

If interested, please submit your resume to Nan Devlin, Director at nan@tillamookcoast.com or call to schedule an interview (503) 374-1938.

The review of resumes may be on a first come, first served basis.

