



Position Opening Notice

Executive Support Specialist

Position is fully funded through Sept. 2018*

College and Area Information

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic, innovative, and responsible person to provide administrative support for the Office of the President and the TBCC Foundation in conjunction with and support of the College's mission: to provide access to quality education in response to the needs of the community.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon: the county seat of Tillamook County. The county has a population of 26,000 and TBCC served 2,287 students during the 2014-15 academic year.

Organizational Relationship

Reports to: College President

Term of Employment

Full-Time, 8 am – 5 pm May require occasional evening or week-end work.

***Position Funding:** 80% General Fund
 20% Grant funded through September 30, 2018
 Anticipated to be 100% General Fund beginning October 1, 2018

Annual: position July 1 – June 30

Leave in accordance with current TBCC Policy and corresponding regulations.

Responsibilities

Under the guidance of the College President and director of development and college advancement, the executive support specialist will provide administrative support for the operations of the president's office and the TBCC Foundation/Advancement office. The executive support specialist will support the accurate and timely production and distribution of information, prepare meeting logistics, serve in a confidential capacity, contribute to internal and external communications for educational programs and activities and events, and work cross-functionally across departments and with faculty,

students, the public and other partners in a professional manner to advance the College's mission and its goals.

Principal Duties and Responsibilities:

Board and Foundation Administration

- Create and distribute Board packets and meeting materials as directed
- Prepare agendas, attend, take notes and provide accurate minutes for meetings as needed
- Keep current board rosters, contact information and college policy records
- Create and maintain accurate and current files for donors, partners and endowed scholarships
- Receive and process all donor gifts into the Foundation database
- Create and print reports and mailing lists from the Foundation database
- Serve as administrator for the Foundation scholarship program: prepare annual applications, intake student applications, work with financial aid office to obtain and verify information, prepare and distribute promotions internally and externally
- Support the Annual Teaching Excellence of the Year Award: Prepare annual applications, intake nominations, prepare and distribute annual promotions as directed

General Administration

- Maintain the President's calendar and scheduling of meetings
- Coordinate meeting and event logistics such as securing rooms/venues, ordering food, rentals and other necessary preparations as directed
- Coordinate and maintain college administrative rules
- Assist with College official documents as needed and under direction of the college president
- Under the direction of the College President and/or Director of College Advancement, compose, edit, proofread and distribute communications both internally and externally
- Assist in proofreading and editing collaterals under the guidance of the president and director of advancement
- Prepare mailing lists, invitations, printed programs, and other promotional materials as requested to support special events and activities for the president's office and the foundation
- Create standard operating procedures for operations under direction of the College President and/or director of college advancement
- Assist with scheduling and coordinate logistics for marketing projects as needed.
- Respond to inquiries from the public and other constituents as directed
- Verify invoices and create requisitions for payment
- Perform other duties and special assignments as requested/allowed by the president
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Required Qualifications

- Minimum of three years' experience in office administration or executive level support
- Previous experience taking and preparing meeting minutes
- Previous experience supporting projects that require high level thinking as well as attention to detail
- Previous experience in project and/or event coordination
- Previous experience drafting correspondence and written communications on behalf of others
- Must have experience using technology to support office functions including Microsoft Word, Excel, web based tools and email programs.
- Previous experience managing and creating electronic and paper filing systems

Skills

- Must possess excellent interpersonal skills, personal initiative and can-do positive attitude
- Must be able to multi-task and meet deadlines while balancing multiple priorities
- Must be able to organize complex information
- Must be self-directed and able to work independently as well as in a team
- Must demonstrate a high level of trustworthiness and perform in a confidential manner
- Must be able to work effectively with multiple stakeholders to achieve positive results
- Must deliver accurate and timely information to meet program needs

May require occasional evening or week-end work.

Must be able to lift 25 pounds

Required Education Requirements

Associate Degree

Preferred Qualifications and Skills

- Bachelor's degree
- Fluent in Spanish

Application Information

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to:

patryan@tillamookbaycc.edu

Applications may also be mailed to:
Tillamook Bay Community College
Attn. Human Resources
4301 Third Street
Tillamook, OR, 97141

To print application go to: <http://tillamookbaycc.edu/tbcc-employment-opportunities/>
Choose the staff application packet. Application cannot be filled out on-line.

Candidate selected for hire must provide official academic transcripts. Applicants must be prepared to interview at their own expense.

Position Open until filled

First review of applications: April 17, 2017
Anticipated start date: May 15, 2017

Compensation and Position Availability

This is a 1.0 FTE position.
Salary range: \$33,713-\$37,945 depending on experience.
Benefits are in accordance with Board Policy.