



4301 Third Street • Tillamook Oregon 97141

Position Opening Notice

Financial Aid Advisor

College and Area Information

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and highly skilled candidate to serve as Financial Aid Advisor and to work 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; TBCC served 2,280 students during the 2014-15 academic year.

Organizational Relationship

The Financial Aid Advisor reports to the Director of Student Services

General Statement

The Financial Aid Advisor works as a member of the Student Services team under the supervision of the Director of Student Services. The FA Advisor is responsible for processing financial aid. The position requires a strong commitment to customer service, accuracy, and compliance with federal regulations. The FA Advisor must have the ability to perform multiple tasks, proven problem-solving skills, and knowledge of federal aid processes and programs.

Provide collaborative support for Student Services activities and liaisons with college departments in Student Service areas. Function as a team member linking students with campus services/resources.

Term of Employment

Annual: position July 1 – June 30

Leave in accordance with current TBCC Policy 312 and corresponding regulations.

Major Areas of Responsibility

- I. Financial Aid
- II. Student Support
- III. Information Sharing

Specific Responsibilities

Financial Aid

- Process financial aid
- Notify students of their financial aid, requirements, and needed documentation and processes
- Counsel students and families regarding the financial aid process
- Analyze and evaluate the eligibility of financial aid applicants using federal tax forms and other financial documents to determine financial strength.
- Monitor and maintain accurate department and student records.
- Provide critical and diverse counseling to financial aid recipients, students, and community in an accurate, timely, and professional manner.
- Resolve data conflicts and obtain documentation to support Professional Judgment decisions.
- Help monitor and evaluate satisfactory academic process for financial aid purposes.

Student Support

- Support TBCC's mission, vision, core themes.
- Assist with Student Service Processes
- Manages highly confidential records in accordance with policy and administrative rule.
- Maintain record organization and accuracy.
- Mentor students in learning how to access college information.
- Assist other Student Services staff members in various responsibilities as needed.
- Independently perform the duties of the position efficiently, accurately, and effectively.

Information Sharing

- Be able to communicate formally and informally with a wide range of contacts with diplomacy, friendliness, poise, and confidence.
- Assist students, faculty, staff, and community members with general questions pertaining to admissions, graduation, financial aid, registration, advising, and other student services.
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Required Qualifications

- Bachelor's Degree
- Experience to facilitate problem solving
- Strong presentation and organizational skills
- Detail oriented

- Ability to resolve data conflicts or discrepancies
- Knowledge and familiarity with Financial Aid regulations:
 - Provide financial aid counseling
 - Monitor individual student awards
 - Manage highly confidential financial aid records
 - Maintain appropriate documentation

Preferred Qualifications:

- Bi-lingual in English/Spanish
- Two years of experience in a Financial Aid Office in one or more areas:
 - Package student aid
 - Conduct needs analysis
 - Certify student loan eligibility
 - Perform federal verifications
 - Monitor and evaluate satisfactory academic process

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/> and 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: **March 20, 2017**

Compensation and Position Availability

This is a 1.0 FTE position. Salary is \$37,169/annual. Benefits are in accordance with Board Policy.