



4301 Third Street • Tillamook Oregon 97141

Position Opening Notice

Human Resources Support Specialist

College and Area Information

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and highly skilled candidate to serve as a Human Resources Support Specialist 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 and TBCC served over 2,500 students during the 2010-11 academic year.

Organizational Relationship

Reports to the Director of Facilities, H.R. and Safety and Title III Director

General Statement

The responsibilities of this position include providing support to the overall human resource processes at the college. This would include the maintenance of current, accurate personnel records along with the transfer and data entry for new hires and employee changes. Other responsibilities include assisting in the recordkeeping associated with in-house training and professional development programs. This position will also assist with electronic archiving and storage of documents from various departments within the College..

Term of Employment

Temporary Position; six month, part-time (approx. 20 hours/week; flexible).
Leave in accordance with current TBCC Policy 312 and corresponding regulations.

Specific Responsibilities

- Assure confidentiality of records and information.
- Perform human resource clerical and data entry and compliance duties.
- File and retrieve, electronically and manually, employee information and records.
- Work with IT and department heads to develop appropriate electronic filing systems.

- Electronically file current documents and archive historical documents.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Associates Degree or equivalent and one year of related experience.
- Proficiency in the use of computers, Microsoft Office, Access and Excel spreadsheets along with the ability to learn in-house computer software.
- Experience with and demonstration of data entry skills
- Ability to handle confidential matters.
- Ability to work individually and as a team member.
- Demonstrate strong interpersonal skills.
- Effective oral and written communication skills.

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://www.tbcc.cc.or.us/index.php/about-tbcc-learn-more-about-us/discover-tbcc/employment> 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: July 31, 2017.
Start date: August 21, 2017

Compensation and Position Availability

This is a part-time, (20 hours/week; flexible) position. Compensation is \$16.92/hour.