



Position Opening Notice

Career Education and SNAP Advisor

College and Area Information

Tillamook Bay Community College is seeking an experienced, enthusiastic, innovative, responsible, and highly skilled college Career Education Advisor and SNAP Advisor to provide guidance and direction for students in the development of their education plans to achieve their career goals.

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 2,300 students during the 2016-17 academic year.

Organizational Relationship

This position reports to the Director of Student Services

General Statement

The Career Education and SNAP Advisor serves as a member of the Student Services team under the direction of the Director of Student Services. The person is responsible for advising, recruitment, retention and mentoring of students. The position will function as a team member linking students with campus services/resources.

Employment

Annual: 1.0 position July 1 – June 30

Position contingent on funding

Education:

Requires a minimum of a Bachelor's degree from an accredited college or university; additional position related education, training, and experience working in a postsecondary education institution is preferred.

Principal Duties and Responsibilities

Career Education and SNAP Advising

- Advisor will perform outreach and recruitment to SNAP recipients, both internally and through DHS, workforce partners, and community organizations.
- Advisor will work with participants to develop a Career Education Plan that maps out options leading to a college certificate or degree as part of a career advancement pathway.
- Advisor will monitor student progress, providing guidance and encouragement.
- Assist participants with job search and job search training, and connect to work-based learning opportunities.
- Use multiple options to assist students including but not limited to in-person, email, and telephone, career fairs, employer information days, etc.
- Work with students in ABE/GED/ESOL and developmental education to determine which option is best suited to their needs.
- Advisor will continue supporting participants as they move through their remediation programs creating a path to college or the workforce.

Admissions

- Play a role in the creation and support of first-term student success activities and processes such as new student advising, orientation, and new student activities.
- Responsible for obtaining faculty and staff support for new student and first-year experience activities and needs.

Student Services

- Participate in the development of processes that:
 - support accurate records,
 - encourage student responsibility,
 - promote college image to students and community,
 - allow effective function of all areas of Student Services.
- Use procedures that ensure the integrity of student data.
- Maintain confidentiality of all student information.
- Be able to communicate formally and informally with a wide range of contacts with diplomacy, friendliness, poise, and confidence.

Additional Responsibilities

- Performs other related duties as assigned.

Skills, Knowledge and Abilities:

Required Qualifications:

- Bachelor's Degree
- Experience and skills to facilitate problem solving
- Ability to have patience, non-judgmental attitude and positive can do orientation to life
- Strong presentation and organizational skills
- Organized and detail oriented
- Experience interacting with outside agency/partners
- Make referrals to other college offices/personnel
- Ability to resolve academic or personal conflicts
- Knowledge and familiarity with higher educational students and setting
- Computer Skills including word processing, data base and Excel.

Preferred Qualifications:

- Master's Degree
- Bi-lingual in English/Spanish
- Five years of experience in advising/counseling role:
 - Academic/educational planning
 - In a higher education setting
 - Monitor, evaluate, and support satisfactory academic process of students

Application Information

To print application go to <http://tillamookbaycc.edu/tbcc-employment-opportunities/> and choose the staff application packet.

Application cannot be filled out on-line.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a full resume with at least 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

- Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.
- 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 12, 2018 (Open until filled)**

Anticipated start date: **April 1 2018**

Compensation and Position Availability

Salary range is \$37,169 to \$39,433 annually depending on experience and is contingent on funding.

Benefits are in accordance with Board Policy.