



4301 Third Street • Tillamook Oregon 97141

Position Opening Notice

Administrative and Project Coordinator - Instruction

College and Area Information

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and highly skilled candidate to serve as primary administrative and project management support to the Chief Academic Officer (CAO). The CAO manages and oversees all instructional activities and services of the college. This person will also work closely in a team environment with other Office of Instruction personnel who support the goals and objectives of the instructional programs and services of the college.

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 serves over 2,060 students per year.

Organizational Relationship

Reports to the Chief Academic Officer.

General Statement

Under the direction of and in close collaboration with the Chief Academic Officer, the Administrative and Project Coordinator – Instruction will assist and support the CAO in providing overall academic planning and assessment and instructional support, in shaping the college's academic policies and procedures and sustaining academic standards, and will provide both administrative and coordinative assistance to the CAO while assisting with special projects and instructional initiatives.

The Administrative and Project Coordinator – Instruction must be able to act as a member of the team, have highly developed interpersonal skills, and have the ability to communicate with personnel at all levels.

Term of Employment

Annual: 1.0 FTE position; July 1 – June 30.

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

Major Areas of Responsibility

1. Provide administrative and project coordination assistance for CAO and Office of Instruction activities.
2. Implement assigned projects; coordinate project activities with appropriate staff and project partners.
3. Coordinate with faculty and staff to determine project needs and provide structure to ongoing academic projects.
4. Ensure compliance and attainment of project goals and objectives, developing and implementing detailed work plans.
5. Provide precise, accurate updates and background information to all third party organizations.
6. Collect, analyze, and report data to monitor project outcomes; generate and present reports using standard formats and graphical summaries.
7. Contribute to quality improvement activities with ongoing projects.

Specific Responsibilities

1. Manage calendars of multiple projects and help ensure commitments are being met.
2. Assist with coordinating daily operations and projects of high importance.
3. Assist with organizing and coordinating instructional functions and activities.
4. Assist with coordinating instructional procedures and improvement of existing processes for maximum clarity, efficiency, and success.
5. Occasionally represent the CAO as proxy in project meetings.
6. Take minutes and archive/store critical documentation from instructional meetings.
7. Assist with formulation of quarterly course schedule and with staffing needs.
8. Assist in project coordination and management.
9. Assist in report writing and compilation for special projects, grants, accreditation, program accreditation and re-approval.
10. Assist in compilation and documentation of learning outcome assessment activities.
11. Provide administrative and organizational support for dual enrollment program with area high schools.
12. Assist with distribution, compilation, and archiving of student course evaluations.
13. Assist with onboarding process for new adjunct faculty.
14. Assist with compilation and distribution of Notices of Teaching Assignments (NOTAs) on a quarterly basis.
15. Maintain accurate records of instructional meetings, membership, and minutes.
16. Assist CAO in design and coordination of in-service seminars for faculty.
17. Other tasks as assigned.

Minimum Qualifications

1. Bachelor's degree or equivalent in a business, administrative, or organizational development field.
2. Experience working in an educational environment.
3. Minimum three to five years' work history.
4. Proficient in Microsoft Office applications, with an emphasis on Excel.
5. **NOTE:** Some travel may be required including professional meetings. Occasional evening or weekend work.

Preferred Qualifications

1. Master's Degree.
2. Three years' experience working in higher education.
3. Experience working with faculty and in coordinating projects.

Knowledge, Skills, Abilities

1. Requires superb people skills, ability to multitask, and a calm demeanor, with a knack for productive collaboration across functional areas.
2. Strong writing skills.
3. Effective presentation skills.
4. Strong organizational skills.
5. Ability to work independently and in a self-directed manner.
6. Ability to handle multiple priorities in a multi-tasking environment.
7. Ability to carry out confidential tasks or manage situations with tact, sensitivity and discretion.
8. High degree of professionalism and service orientation with respect to the quality of work and interaction with others.
9. Flexible and able to coordinate multiple complex activities, set priorities and work independently under deadline with attention to detail.
10. Ability to work in an environment where ambiguity is not uncommon and where development and implementation phases may occur simultaneously.

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: June 11, 2018

Compensation and Position Availability

This is a 1.0 FTE position. Salary range is \$37,169 – \$43,475 depending on experience. Benefits are in accordance with Board Policy.

Position Open until filled.