



4301 Third Street • Tillamook Oregon 97141

Position Opening Notice

Community and Continuing Education Coordinator

College and Area Information

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and highly skilled candidate to serve as Community Education Coordinator 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 serves over 2,000 students each year.

Organizational Relationship

Reports to the Chief Academic Officer

General Statement

Under the direction of the Chief Academic Officer, coordinates the Community and Continuing Education schedule of offerings. Serves as backup to Office of Instruction support person, with other tasks as assigned.

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. Community Education Coordinator
- II. Serve as back-up to Office of Instruction support person.

Specific Responsibilities

- Develops ideas for new community and continuing education classes and works to grow the program each year.
- Oversee the TBCC Truck Driving program.
- Oversee and manage the Driver's Education program.
- Arranges class locations, dates and times
- Recruit and process the hiring of Continuing and Community Education instructors.
- Market and promote classes.
- Enters data for CED/CEU course and instructor information in Catalog and Section Master.
- Respond to student/instructor complaints, referring to the Chief Academic Officer as appropriate for resolution.
- Assist as backup to Administrative Office reception when needed
- Other duties as assigned

Required Qualifications

- Bachelor's degree in Business-related or Administrative/Office Management or related field.
- Two years' experience working in or managing an office setting, working with the public. Ability to deal with a variety of people under constantly changing circumstances, prioritize tasks with minimal direction, compose and prepare complex memos, reports, and correspondence.

Preferred Qualifications:

1. Familiarity with desktop publishing applications.
2. Proficiency in Microsoft Word and experience in database applications.
3. Two years' experience in an educational setting and familiarity with registration procedures, class scheduling, etc. with a basic knowledge of qualifications for instruction.

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: October 15, 2018

Compensation and Position Availability

1 FTE position; \$37,912-\$41,428 depending on experience. Excellent benefits are in accordance with Board Policy.