Position Opening Notice
Office of Instruction: Program Coordinator

Organizational Relationship

Reports to the Chief Academic Officer

General Statement

This position provides oversight and program coordination within the Office of Instruction. Working directly with the CAO, this position oversees processes, systems and coordinates multiple parties to achieve program goals. Responsible for the oversight and monitoring of instructional quality, program coordination (for program with adjunct faculty leads), coordinates students and business for the OST program, and serves as major support for Chief Academic Officer. Maintains student files in audit ready status. May represent CAO as requested at meetings held both internally and in the community. Requires an enormous amount of emotional intelligence, organization, and project management skills.

Major Areas of Responsibility

I. Instructional Quality and Support
II. Coordinating programs that do not have full time faculty
III. OST Coordination and Oversight
IV. CAO support

Specific Responsibilities

- Project management as assigned by CAO.

- Implementing, monitoring and following up on course evaluation software.

- Meeting minutes for curriculum and faculty meetings.

- Coordinating audit findings and ensure tasks are completed.

- Responsible for understanding operations of entire division and coordinating work throughout.

- Program Coordination
- Coordination and oversight of Program Advisory Boards
- Data collection and use of results for improvement
- Software and education instruction oversight, monitoring and problem solving.
- Student files and program tracking

- Ensures program requirements and manuals are followed.
- Monitors student and job placements.
- Assigns and coordinates with OST faculty.
- Maintains student files.
- Develops new job placement sites and represents program in community.
- Provide administrative and project coordination assistance for CAO
- Implement assigned projects; coordinate project activities with appropriate staff and project partners.
- Coordinate with faculty, staff, current, and future partners to monitor project needs and provide structure through implementing processes, monitoring achievements, and intervening if programs go "off track"
- Work to ensure compliance and attainment of project goals and objectives
- Represent TBCC as requested by CAO

Minimum Qualifications

1. Bachelors' degree in Management or equivalent experience.
2. Experience working in an educational environment and/or teaching at the college level.
3. Minimum three to five years' positive work history.
4. Proficient in Microsoft Office applications, with an emphasis on Excel.

Note: Travel and/or night work may be required on an "as needed" basis.

Preferred Qualifications

1. Master's degree in discipline.
2. Five years' experience working in higher education.
3. Minimum three to five years leadership, coordination and/or management of academic and/or service areas.
4. Knowledge of innovative and effective classroom teaching methods will also be appreciated.

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.

Position Open until filled

First review of applications: October 7, 2019

Compensation and Position Availability

Salary range is $21.40-$23.38/hour depending on experience.
Benefits are in accordance with Board policy including full employer paid PERS.

Application Information

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

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.

Revised and approved 7/1/19, TR