

TBCC Student Services:

Student Services Assistant

The student performs general tasks of a routine nature. Duties assigned are standard, limited and of average difficulty.

Specific Job Responsibilities:

- Departmental filing
- Maintaining sufficient inventory of forms, information documents, etc. which are available to students and the public
- Assist with the revision of documents and forms
- Assist with special projects, per staff direction
- Assist with answering telephone
- Other duties as assigned

Required Skills and Experience:

- Ability to take direction
- Ability to function effectively in a busy environment
- No previous experience is required

Preferred skills include, but are not limited to:

- Good communication skills
- Knowledge of basic office skills
- Keyboarding skill at 35 WPM or higher
- Familiarity with MS Word, MS Excel, MS PowerPoint and MS Outlook
- Bilingual

Supervisor: Cara Elder, Student Success Coordinator

If interested, please submit your resume to:

Kelsey Jordan, Financial Aid Advisor, at Student Services or by email to KelseyJordan@tillamookbaycc.edu

The review of resumes are on a first come, first served basis.