



Position Opening Notice

Career Education Advisor and Enrollment Specialist

College and Area Information

Tillamook Bay Community College is seeking an experienced, enthusiastic, innovative, responsible, and highly skilled college Career Education Advisor and Enrollment Specialist 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. Though TBCC is the smallest community college in Oregon with only 2,079 students in the 2013 -2014 academic year, we are a vital lifeline to our community providing access to certificates and Associate of Applied Science degrees; transfer college credit, continuing education and non-credit courses that support workforce training. Adult basic skills, English as a Second Language and GED preparation courses are important components of TBCC's programming

Organizational Relationship

Reports to: Vice President of Student Services

General Statement

The Career Education Advisor and Enrollment Specialist serves as a member of the Student Services team under the direction of the Vice President of Student Services. The person is responsible for academic advising, recruitment, retention and mentoring of students. The position will perform overall Student Services processes of admissions, registration, record keeping, data security, and function as a team member linking students with campus services/resources.

Employment

Annual: 1.0 position July 1 – June 30

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 Advising

- Train and mentor student in the creation and maintenance of individual Career Education Plan for each degree/certificate seeking student.
- Monitor Career Education Plans and advise students on their progress so that students accomplish their goals.
- Support the success of at-risk-students through the use of multiple methods and processes.
- Use multiple options to assist students including but not limited to in-person, email, and telephone.
- Support the transition of entering students to TBCC.
- Conduct activities in local high schools that support currently enrolled high school students in preparation for, or in the transition from high school to college.
- Understand, interpret and apply the policies and procedures related to academic advising.
- Perform graduation/diploma degree audits and transcript evaluations for application of credit to TBCC transcript.

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.
- Assist in obtaining faculty and staff support for new student and first-year experience activities and needs.

Student Services

- Independently perform Student Services processes of admissions, registration, and add/drop of courses efficiently, accurately, and effectively.
- Updates and maintain policy and procedures documentation for Jenzabar Advising module.
- Proofs, edits and recommends changes to the Advising section of TBCC website, schedule of classes and catalog.
- Answer questions and demonstrate processes in order to mentor students in learning how to access college information.
- Participate in the recommendation and implementation and/or revision of administrative rules and procedures related to Student Services.
- Participate in the development of processes that (1) support accurate records, (2) encourage student responsibility, (3) promote college image to students and community, (4) 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.
- Assist students, faculty, staff, and community members with general questions pertaining to admissions, graduation, financial aid, registration, advising, and other student services.

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

Position Open until filled

First review of applications: February 1, 2021

Compensation and Position Availability

Salary range is \$19.80/hour - \$21.00/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, unofficial transcripts, 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.