



Dean of General Education & Transfer

College and Area Information

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and highly skilled candidate to serve as Dean of General Education & Transfer. This person will work closely in a team environment with both the Office of Instruction, Faculty and Student Services 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 Vice President of Instruction & Student Services.

General Statement

Under the direction of the Vice President, the Dean of General Education and Transfer will oversee and coordinate Tillamook Bay Community College curriculum, general education faculty and adjuncts, and serve as the coordinator for common course numbering, the AA/AS, AGS, AAOT, ASOT, OTM, Partnership degrees, MOU and core transfer map programs. 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.

TBCC strives for equity and is committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential. Coordinators are expected to be part of the campus community and participate in organized meetings, professional development and other opportunities as available.

Term of Employment

Annual: 1.0 FTE position; July 1 – June 30; 249 day academic calendar.

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

Major Areas of Responsibility

- I. Serves as Program Coordinator (face of the program, becoming an expert on curriculum, faculty and processes/procedures) for the AA/AS, AGS, AAOT, ASOT, OTM, Partnership degrees, MOU and core transfer map programs. Responsible for programs assigned.
- II. Supervises all General Education faculty (both full time and adjuncts)
- III. Academic scheduling for assigned areas
- IV. Coordinates the submission and review of college curriculum and maintenance of curriculum records
- V. Assists with Outcomes/Assessment/Improvement work
- VI. Lead for faculty professional development and is an integral part of the term in-service meetings/presentations.
- VII. Implement assigned projects; coordinate project activities with appropriate staff and project partners.
- VIII. Supports accreditation efforts.

Specific Responsibilities

- Supervises general education faculty (both full and part time) to include motivation, evaluation, professional development plans, training, monitoring progress, and disciplinary action as necessary.
- Oversee all aspects of the AA/AS, AGS, AAOT, ASOT, OTM, Partnership degrees, MOU and core transfer map programs. This includes hiring, onboarding, training and evaluating adjunct instructors, and scheduling courses to meet student needs. May also serve as coordinator for programs without coordinators (e.g. Education).
- Coordinate and review/update CCOG's through the curriculum process.
- Assist, anticipate and address curriculum needs and changes.
- Maintain master academic schedule, faculty pre-requisite database, and master faculty/course database.
- Collaborate with VP, faculty, and Registrar.
- Record and maintain required paperwork on pre-requisite, course, and program changes.
- Maintain relationships with HECC, ODE, CCWD and various partner organizations.
- Explore, and implement, additional four year partnerships that ensure local options for Tillamook students.
- Ensure equity and inclusion across curriculum and scheduling.
- Mentor new faculty and staff.
- Provide professional development as needed.
- Mentors faculty in best practices and monitors accountability (e.g. spot checking)

Moodle/drop-out detective use, standardized course shells and timely assessment and processes).

- Immediately alerts VP of any concerns and works with VP to successfully resolve issues.
- Conducts adjunct faculty observations and initial evaluation documents.
- Monitors outcomes and assessment database to ensure consistency across learning modalities, revises and improve course outlines, program learning outcomes and institutional learning outcomes as needed based upon data.
- Supports diversity through inviting classroom and learning environment facilitation.
- Works cooperatively across the college to help the college achieve its mission and goals (e.g. committees, feedback venues as requested).
- Represents curriculum area at pertinent meetings, engages in curriculum development, and attends all faculty/subject area meetings/trainings as requested.
- Reviews library holdings related to discipline at least annually and recommends materials for purchase.
- Provides input and feedback on instructional budgetary needs and development.
- Represents the instructional area and the college in local/state/consortia meetings as assigned.
- Provides feedback and input, when asked, on institutional and academic policies and procedures.
- Maintains a positive, professional demeanor at all times.
- Other duties as assigned.

Required Qualifications

1. Master's degree in Education or a transfer field in which the college instructs
2. Experience working in an educational environment.
3. Minimum three years' work history in higher education coordinating programs and faculty oversight
4. Extensive work with developing partnerships and working with faculty
5. Proficient in Microsoft Office applications, with an emphasis on Excel.
6. **NOTE:** Some travel may be required including professional meetings. Occasional evening or weekend work.

Preferred Qualifications

1. Terminal Degree in Education, Curriculum, or a related field.
2. Five, or more, 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, unofficial transcripts and application indicating proof of your skills and abilities to achieve the above Job Description. Include a minimum of three references to briarsmith@tillamookbaycc.edu

Applications may also be mailed to:

Tillamook Bay Community College
Attention: Human Resources
4301 Third Street
Tillamook OR 97141

To print application go to:

<https://tillamookbaycc.edu/about-tbcc/human-resources/>

choose the Employment Application form.

Position Open until filled First review of applications: January 3, 2022

Compensation and Position Availability

This is a 1.0 FTE position. Salary is \$59,442 - \$66,903, depending on experience. Benefits are in accordance with Board Policy. Full employer paid PERS.