



Position Opening Notice Financial Aid Advisor

College and Area Information

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. Though TBCC is the smallest community college in Oregon, 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.

Mission

Tillamook Bay Community College creates bridges to opportunity by providing quality education that serves the needs of our diverse community.

In support of our mission, equity, diversity and inclusion, all TBCC employees demonstrate commitment to

- valuing a community that promotes respect and dignity for all
- identifying and eliminating barriers to learning
- providing equitable support and a safe and inclusive environment
- promoting full engagement in our college community

Organizational Relationship

Reports to: Enrollment Service Coordinator

Position Summary

The Financial Aid Advisor is responsible for providing information and assistance to current and prospective students applying for federal, state, and institutional aid. The FA Advisor packages and processes financial aid in a timely manner, following all applicable regulations.

Principal Duties and Responsibilities

Major/Essential Functions

- Counsel current and prospective students regarding financial aid
- Notify students of their financial aid, requirements, and needed documentation and processes.
- Package and process federal, state, and institutional aid
- Help monitor and evaluate satisfactory academic process for financial aid purposes.
- Maintain confidentiality of all student information.
- Assist students, faculty, staff, and community members with general

questions pertaining to admissions, graduation, financial aid, registration, advising, and other student services.

- Assists with the development and presentation of financial literacy information.

Additional Responsibilities

- Performs other related duties as assigned

Skills, Knowledge and Abilities:

Required Qualifications:

- Associate's Degree from an accredited college.
- Excellent customer service
- Detail oriented.
- Strong presentation and organizational skills.
- Demonstrated ability to multitask in a fast-paced environment.

Preferred Qualifications:

- Bachelor's Degree.
- Bi-lingual in English/Spanish.
- Knowledge and familiarity with Financial Aid regulations
- Two years of experience in a Financial Aid office

Position open until filled – multiple openings

Compensation

Annual salary range is \$40,233 – \$42,683 depending on experience.

Benefits and Insurance

- Employer premium support for Medical, Dental and Vision Insurance
- Optional employee paid insurance - life, AD&D, Short Term Disability
- Paid time off – vacation, personal hours, sick
- Paid holidays
- Full employer paid Oregon PERS retirement
- Tuition waivers

Employment

Annual: 1.0 position July 1 – June 30

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 to briarsmith@tillamookbaycc.edu.

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.

Applications may also be mailed to:

Tillamook Bay Community
College Attn. Human
Resources
4301 Third Street
Tillamook, OR, 97141