



## Position Opening Notice

### Success Coach

#### 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: Dean of Student Success & Academic Partnerships

#### Position Summary

The Success Coach is responsible for promoting a supportive environment for students through effective outreach, retention, and completion activities; assists students with processes related to admissions, registration, financial aid, academic and career planning, transfer planning, and graduation. The Success Coach will actively manage a caseload of students from admission to program completion.

#### Principal Duties and Responsibilities

##### Major/Essential Functions

- Assist students in the development of an educational and career plan, including choosing a program of study.
- Connect with students at least once per term, using multiple modalities, tailoring communication to student preferences.
- Monitor and evaluate satisfactory academic progress of caseload students.
- Refer students to appropriate internal and/or community-based organization for support services.
- 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.

- Facilitate coordination of activities in local high schools that support currently enrolled high school students in preparation for or in the transition from high school to college.
- Perform graduation/diploma degree audits to ensure completion of all required coursework.
- Assists with the development and presentation of student recruitment, success, retention, and completion activities and materials to support students.

### **Additional Responsibilities**

- Performs other related duties as assigned

### **Skills, Knowledge and Abilities:**

#### ***Required Qualifications:***

- Associate's Degree from an accredited college.
- Demonstrated 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.
- Detail oriented.
- Good oral and written communication skills.
- Demonstrated ability to multitask in a fast-paced environment.
- Computer skills including Microsoft Office Suite (e.g., Office 365).

#### ***Preferred Qualifications:***

- Bachelor's Degree.
- Bi-lingual in English/Spanish.
- Knowledge and familiarity with higher educational students and setting.
- College educational information systems.
- Data processing.
- Five years of experience in advising/counseling role:
  - Academic/educational planning
  - Monitor, evaluate, and support satisfactory academic progress of students

### **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**

The application is at [Human Resources - Tillamook Bay Community College \(tillamookbaycc.edu\)](http://tillamookbaycc.edu)

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](mailto: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