



APPLYING FOR THE TBCC PRESIDENT POSITION

The Board of Education of Tillamook Bay Community College invites applications for the position of President, the Chief Executive Officer of the college. Dr. Ross Tomlin, the 6th president at TBCC, will be retiring this year after serving in the role for almost seven years.

The position will open for recruitment on October 16, 2023. Applications will be accepted until the position is filled. However, to ensure consideration, ***the first consideration date is November 13, 2023.*** All inquiries, nominations, and applications will be held in the strictest confidence. To receive consideration, applicants must submit a complete application packet consisting of the following:

- Letter of application, preferably no more than five pages, which provides examples from your background and experience that address the Desirable; Qualifications/Characteristics in this job announcement;
- A current resume of professional experience, educational background, and other pertinent information;
- A completed TBCC application; found here: [TBCC Application](#)
- Transcripts of all higher education course work (unofficial);
- A job description of your most recent position;
- A list of eight references, including two supervisors, two subordinates, (including a support staff member), two faculty (or equivalent) and two community members, one of which may be current or former student. Include cell phone, business phone, and e-mail addresses for each.

To be considered for the position all application materials must be emailed to hr@tillamookbaycc.edu. Please direct questions about the position to Kylie Poklikuha, Senior HR Manager, at kyliepoklikuha@tillamookbaycc.edu.

TIMELINE DETAILS

- A search committee representing the constituencies of the district will evaluate applications and select a limited number of candidates for an initial interview. Applicant screening will begin in mid-late November with initial interviews tentatively scheduled for early December 2023. The first round of interviews will be on Zoom and will be confidential.
- Candidates selected for further consideration will be invited to in-person interviews with the Board of Education mid to late January. There will be an open forum for faculty, staff, students, and community members, along with meetings with each constituent group.
- Eligible expenses of candidates invited to interview(s) for travel from outside a 150-mile radius of the district will be reimbursed up to the limits allowed by district policy, following IRS guidelines.
- The successful candidate will be expected to be available for service within a mutually agreeable time after acceptance of an offer of employment and negotiations with the Board of Education on a starting compensation.