



TILLAMOOK BAY

COMMUNITY COLLEGE

Position Title: Financial Aid Advisor

Department: Student Services

Work Type: Full Time, 1.0 FTE

FLSA: Non-Exempt

Term of Employment: Permanent Position

Compensation Band: Grade 15

Hourly Pay Range: \$22.72 - \$32.39

Annual Pay Range: \$33,940 - \$48,389

Initial Placement Pay Range: \$22.72 – \$26.34 per hour based on qualifications, experience, and internal equity. Higher salaries by approval of the President only.

Organizational Relationship: Reports directly to the VP of Student Services

Location: Tillamook, OR

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. The County has a population of 26,000 and TBCC serves nearly 2,000 students per year.

Tillamook, Oregon is the home of the famous Tillamook Creamery. Hiking, fishing, biking, and camping are a short car ride away. Tillamook County is nestled between the coast mountain range and the amazing Pacific Ocean, as well as many bays and rivers for fishing and water sports. The area is also home to several craft breweries. Tillamook has small town appeal with a friendly feel and is ready to be home to your next career and adventure.

Vision, Mission, and Values:

Vision: TBCC is the educational center of our community: responsive, innovative, empowering, and invested in the progress of all.

Mission: TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

Values: Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

Relationship-Oriented
Innovative
Student-Centered

Equitable Scholarly Excellence

TBCC Equity Statement:

Tillamook Bay Community College is enriched by diversity. Each individual uniquely enhances and strengthens our learning environment.

TBCC strives for equity and inclusion; committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

Financial Aid Advisor:

Under the direction of the Vice President of Student Services, the Financial Aid Advisor (FAA) 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. This position requires an organized, flexible, self-starter who enjoys helping people and helping things runs smoothly and efficiently.

Essential Job Functions:

- Counsel current and prospective students regarding financial aid
- Notify students of their financial aid, requirements, needed documentation, and processes
- Package and process federal, state, and institutional aid
- Monitor and evaluate satisfactory academic progress for financial aid purposes
- Maintain confidentiality of all student information
- Monitor and evaluate satisfactory academic progress
- Stay current on financial aid software
- Perform all other related duties as assigned.

Knowledge, Skills, Abilities

- Strong organizational skills and attention to detail.
- Ability to work independently and in a self-directed manner.
- Ability to handle multiple priorities in a multi-tasking environment.
- High degree of professionalism and service orientation with respect to the quality of work and interaction with others.
- Effective presentation skills and ability to communicate complex processes in an effective manner.
- Willingness and desire to work with others to achieve positive results.
- Skilled in time management with a proven ability to meet deadlines.
- Ability to manage situations with tact, sensitivity, and discretion.
- Ability to communicate complex information clearly, both written and orally.
- Demonstrated sensitivity and experience working with individuals from diverse backgrounds.

Qualifications:

Minimum Qualifications:

- Associate's degree OR any satisfactory combination of work, education, training, or experience relevant to the position.

- Must pass a pre-employment credit and criminal history background check.
- Must be able to work evenings or weekends periodically.
- Demonstrated customer service experience.

Preferred Qualifications

- Bachelor's Degree
- Bi-lingual in English/Spanish
- Knowledge and familiarity with Financial Aid regulations
- Experience working in a financial aid office

Benefit Information:

TBCC provides excellent benefits, including medical, dental and vision insurance, as well as paid leave, long-term disability and accidental death insurance. Paid leave includes vacation, sick, holiday and personal leave. TBCC pays all contributions to Oregon PERS, the employer and the employee portion. Tuition waiver for eligible employee, spouse, or dependents. Optional benefits include flexible spending, health spending, additional life insurance and other supplemental insurances as well as 403(b) retirement accounts.

Equal Opportunity Employer:

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact Human Resources, 4301 Third Street, Tillamook, Oregon, or phone (503) 842-8222 ext. 1021.

Application Information:

To apply go to <https://tillamookbaycc.edu/about-tbcc/jobs/> and click on the application link. 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 and application to: hr@tillamookbaycc.edu. **Open until Filled.**