



Position Title: Academic and Career Advisor

Department: Student Services

Work Type: Full Time, 1.0 FTE

FSLA: Non-Exempt

Term of Employment: July 1 - June 30

Compensation Band: Grade 17

Annual Salary Range: \$52,929- \$75,464

Initial Placement Salary: \$52,929 to \$56,153 based on qualifications, experience, and internal equity. Higher salaries by approval of the President only.

Organizational Relationship Reports to the Director of Student Success

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.

Academic and Career Advisor:

The Academic and Career Advisor 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 Advisor will actively manage a caseload of students from admission to program completion.

Key responsibilities:

50% – TBCC Academic and Career Advising

- **Academic Advising:** Meet regularly with college students to explore career pathways, review degree progress and graduation requirements, and develop appropriate course schedules. Help students create individualized education plans and provide guidance on program changes and transfer opportunities.
- **Career Advising:** Support students with career exploration, understanding local career opportunities and earning potential, job-search strategies, resume and cover letter development, and interview preparation.
- **Student Support:** Monitor students' academic progress, identify students who may be at risk of stopping out or not completing, and connect students with appropriate campus and community resources.
- **Orientation and Recruitment:** Teach or assist with orientation programs and help new students navigate admissions, financial aid, enrollment, and other college processes.

25% – High School Advising

- **Academic Advising:** Meet regularly with assigned high school students to explore career and college pathways, review academic progress and course requirements, and assist with course selection and individualized education planning.
- **Student Support:** Monitor students' academic progress, identify students who may need additional support, and connect them with appropriate college, high school, or community resources.
- **Orientation and Recruitment:** Participate in orientation, outreach, and

recruitment activities and help high school students navigate admissions, financial aid, enrollment, and transition-to-college processes.

25% – TBCC Program Partnerships, Coordination, and Evaluation

- **Department Support:** Cross-train and provide backup support for admissions and financial aid functions.
- **Program Development:** Develop and deliver workshops, presentations, and training sessions on academic success, career readiness, and other student success topics.
- **Resource Coordination:** Collaborate with faculty, staff, and community partners to strengthen student support, retention, and completion.
- **Data Management and Evaluation:** Maintain accurate student records, monitor caseload and student success data, and track student progress toward educational goals and completion.

Skills, Knowledge and Abilities:

- Strong speaking and writing skills and effective presentation skills.
- Strong organizational skills.
- Strong and accurate data processing skills.
- High degree of professionalism and service orientation with respect to the quality of work and interaction with others.
- Demonstrated experience and skills to facilitate problem solving.
- Demonstrated ability to multitask in a fast-paced environment.
- Computer skills including Microsoft Office Suite (e.g., Office 365).
- Demonstrated sensitivity and experience working with individuals from diverse backgrounds.
- Ability to have patience, non-judgmental, positive attitude.
- Ability to work independently and in a self-directed manner.
- Ability to handle multiple priorities in a multi-tasking environment.
- Ability to speak articulately on behalf of the college and represent the college in the community.

Qualifications:

Minimum Qualifications:

- Bachelor's Degree in a related field OR 5 years' experience in a service-related field

Preferred Qualifications

- Master's degree in a related field
- Experience working in an educational setting
- Five years of experience in advising/counseling role:
 - o Academic/educational planning
 - o Career Advising or counseling

- Monitor, evaluate, and support satisfactory academic progress of students

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 is available 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, 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 indicating proof of your abilities to achieve the above job description and a minimum of three references to: hr@tillamookbaycc.edu.