

TILLAMOOK BAY

COMMUNITY COLLEGE

Position Opening Notice

Office Assistant—On Call

College and Area Information

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, the county seat of Tillamook County. TBCC served 2,261 students during the 2008-09 academic year.

Organizational Relationship

The Office Assistant reports to the Director of Student Services.

Required Qualifications

- High School Diploma or GED
- Experience in secretarial work
- Flexible schedule
- Successful experience working with a variety of people

Preferred Qualifications

- Bachelor's degree.
- Direct experience working with registration systems, communication technology, and/or student support, preferably at the community college level.

Responsibilities

- Work with the public, students, and staff taking and giving information.
- Answer college switchboard and direct calls.
- Assist students with registration into appropriate courses.

Application Information

Applicants should submit a completed TBCC application along with the following: a letter of application addressing each of the required and preferred qualifications, a resume, and unofficial copies of college transcripts. Send or deliver the application packet to:

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

To print the application go to <http://www.tbcc.cc.or.us/employment.html> and choose the staff application packet.

Candidate selected for hire must provide official academic transcripts. Applicants must be prepared to interview at their own expense. The submission of all required application materials is the responsibility of the applicant.

Position Open until filled.

Application review begins August 31, 2010.

Compensation and Position Availability

Hours are flexible, up to 15 hours per week, Wage is \$ 10.93 per hour.

Questions: Michele Burton, Director of Student Services, Voice: (503) 842-8222 x1110 FAX: (503) 842-8334
Email: burton@tillamookbay.cc

Tillamook Bay Community College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid, educational services, programs, and activities. TBCC is also in full compliance with the Crime Awareness and Campus Security Act of 1990 as revised.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

4301 Third Street • Tillamook, Oregon 97141 • (503) 842-8222 x1000 • Fax: (503) 842-8334 • www.tillamookbay.cc

TILLAMOOK BAY

COMMUNITY COLLEGE

APPLICATION FOR EMPLOYMENT

4301 Third Street, Tillamook, OR 97141 * (503) 842-8222 * www.TillamookBay.CC

Position Applying For: (Please type or print)

Date:

Last Name

First Name

Middle Initial

Social Security Number:

Address:

Home Phone:

Work Phone:

City

State

Zip

Email:

Have you worked for TBCC before?

No Yes
(when?) _____

Have you applied to TBCC before?

No Yes
(when?) _____

Have you ever worked or attended schools under any other name?
If so, what name?

No Yes

Have you ever been convicted of crime? Yes No If yes, attach a statement giving a full explanation. (Exclude those cases contained within an expunged juvenile record and minor traffic violations.) Conviction does not necessarily disqualify you from further consideration or employment. The college will request a criminal offender check on all applicants for some positions, including those that involve work with minors, driving, and security related positions.

High School Diploma/GED Certificate Yes No

Colleges and Universities Attended (or equivalent professional training or study)

Name of Institution (or private instructor)	Location	Major	Minor	Degree/Certificate Granted

Special Training/Skills: List any special training, licenses, certificates, machine skills, office equipment, or other special skills you may have that are pertinent to the position to which you are applying.

Are you bi-lingual? No Yes If Yes, what language(s)? _____

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize Tillamook Bay Community College to make any necessary and appropriate investigations to verify the information contained herein.

Today's Date: _____

Signature of Applicant: _____

Date Available: _____

Return Completed Application To: Human Resources
Tillamook Bay Community College
4301 Third Street
Tillamook, OR 97141
(503) 842-8222 Ext 1000

Page 2 **MUST** be completed

Employment History: List below your experience, beginning with your present or most recent position. Describe each position separately. Give special attention to experience relating to the position for which you are applying. Attach additional sheets if necessary.

1) Last or Present Employer	Job Title	Date Started Mo. Yr.	Date Ended Mo. Yr.
Address	City State Zip	Reason for Leaving	
Supervisor	Phone		
Describe Specific Duties:			
2) Previous Employer	Job Title	Date Started Mo. Yr.	Date Ended Mo. Yr.
Address	City State Zip	Reason for Leaving	
Supervisor	Phone		
Describe Specific Duties:			
3) Previous Employer	Job Title	Date Started Mo. Yr.	Date Ended Mo. Yr.
Address	City State Zip	Reason for Leaving	
Supervisor	Phone		
Describe Specific Duties:			
4) Previous Employer	Job Title	Date Started Mo. Yr.	Date Ended Mo. Yr.
Address	City State Zip	Reason for Leaving	
Supervisor	Phone		
Describe Specific Duties:			

REFERENCES: List names, addresses and telephone numbers of work-related references not already provided in your employment history. Do not include family members.

Name	Address	Phone
1)		
2)		
3)		

How did you learn about this position? TBCC website Headlight Herald Oregonian Other

Affirmative Action: It is the policy of the Board of Education of Tillamook Bay Community College that no one shall be excluded from participation, denied benefits, or be subjected to discrimination or harassment in any activity of the college community because of race, religion, color, sex, national origin, political affiliation, marital status, parental status, veteran status, disability, age or sexual orientation.



4301 Third Street, Tillamook, OR 97141 * (503) 842-8222 * www.TillamookBay.CC

AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a position with Tillamook Bay Community College, I hereby authorize current and past employers and education institutions to release information about my work and educational history to use to determine my qualifications for this position.

The following *marked* information may **NOT** be released:

Current or Past Employer(s):

- Salary History
- Dates of Employment
- Positions Held
- Attendance Record
- Demonstrated Skills and Abilities
- Performance of Job Duties and Responsibilities
- Reason for Leaving
- Eligibility for Rehire

Educational Institutions:

- Years of Attendance
- Degree Obtained
- Transcripts

Name (please print)

Social Security #

Signature

Date

AFFIRMATIVE ACTION - NON DISCRIMINATION

Your answers are strictly voluntary and will help in carrying out our affirmative action program. If you choose not to answer any of the items, you will not be affected in any way, except that your name will not be considered as an affirmative action applicant.

NAME: _____

DATE: _____

POSITION APPLYING FOR: _____

SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	RACE/ETHNIC - FOR DEFINITIONS, SEE BELOW <input type="checkbox"/> (A) <input type="checkbox"/> (B) <input type="checkbox"/> (H) <input type="checkbox"/> (I) <input type="checkbox"/> (W)
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RACE/ETHNIC CATEGORIES

- (A) Asian or Pacific Island: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. The area includes, for example, china, Japan, Korea, the Philippine Islands and Samoa.
- (B) Black/African - American (not of Hispanic Origin): All persons having origins in any of the black racial groups.
- (H) Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- (I) American Indian or Alaskan Native: All person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- (W) White (not of Hispanic origin): All persons having origin in any of the original peoples of Europe, North Africa, or the Middle East.

Equal Employment Opportunity Employer

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, disability, or any other non-merit factor.

If you are disabled and hired, the college will make available reasonable accommodation for your disability if necessary to perform the essential duties of the job.

Tillamook Bay Community College is in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

DO NOT SUBMIT THIS SHEET WITH YOUR APPLICATION

Please return in a separate envelope to: Affirmative Action Officer
Tillamook Bay Community College
4301 Third Street,
Tillamook, OR 97141