



# TILLAMOOK BAY

## COMMUNITY COLLEGE

**Position Title:** Vice President of Student Learning and Academic Affairs

**Department:** Office of Student Learning and Academic Affairs / Instruction

**Work type:** Full Time, 1.0 FTE

**FLSA:** Exempt

**Term of Employment:** Full Time, Permanent

**Compensation Band:** Grade 32

**Annual Salary Range:** \$106,831 – \$152,316

**Initial Placement Salary:** Not to exceed mid-range

**Organizational Relationship:** Reports to the College President

**Location:** Tillamook, OR

### **College and Area Information:**

Tillamook Bay Community College (TBCC) 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 approximately 27,500 (and about 30,000 cows!). TBCC has served as the North Coast's open-access, higher education hub since 1981 and annually serves over 2,200 students with approximately 600 FTE yearly.

### ***Why TBCC Stands Out***

- Cohort 2 Institution in the national Rural Guided Pathways Project – redesigning every step of the student journey to make college in a rural context simpler, faster, and fairer.
- Cohort 1 Institution of ACCT Scaling Apprenticeship at Community Colleges Project – working to develop sustainable apprenticeships in non-traditional programs.
- Member institution of Excelencia in Education's Excelencia in Action Network – transforming our institution to become a learning environment where all students thrive.
- Deeply embedded in the coastal economy – partnering with dairy, forestry, fisheries, healthcare, and advanced-manufacturing employers to build living-wage talent pipelines.
- Launching a new Healthcare Education Building and Center for Industrial Technologies (opening January 2026) – investing in the future to meet regional workforce needs.

### **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.

***TBCC is seeking an experienced, enthusiastic, innovative, responsible, and highly skilled Vice President to provide student-centered leadership and direction for the college and to lead quality educational programs to meet the needs of the citizens of Tillamook County.***

**Position Summary**

Reporting directly to the President, the Vice President of Student Learning & Academic Affairs (VPSLAA) serves as TBCC's Chief Academic Officer and principal champion of equitable student learning. The VPSLAA:

- Centers historically marginalized and rural learners – first-generation, low-income, students of color, veterans, and working adults by aligning curriculum, instruction, and wrap-around holistic supports with the Guided Pathways framework.
- Co-leads, with the Vice President for Student Services (VPSS), the Rural Guided Pathways Steering Committee, ensuring clear program maps, proactive advising, integrated basic-needs supports, and data-driven decision-making throughout the student lifecycle.
- Oversees all credit, non-credit, adult basic-skills, distance-learning, and library/LRC services, championing forward-thinking curriculum design, experiential learning, and industry-aligned credentials.
- Fosters deep, mutually beneficial partnerships with K-12 districts, universities, employers, and community organizations to expand dual credit, transfer, apprenticeships, internships, and incumbent-worker training.
- Serves as a member of the President's Executive Cabinet and is a member of the College cross-functional Leadership Team.

**The successful candidate characteristics:**

- *Student-Centered & Equity-Minded:* Prioritizes learner voice and disaggregated outcomes; dismantles systemic barriers for historically marginalized students.
- *Collaborative Change Leader:* Partners with VPSS and cross-college teams to implement Guided Pathways framework with fidelity.

- *Data-Savvy Strategist*: Uses actionable analytics and institutional-research tools to set KPIs, allocate resources, and close equity gaps.
- *Innovative Educator*: Advances developmental-ed redesign, OER adoption, digital learning, and high-impact instructional practices.
- *Community Connector*: Builds relationships with school districts, business, and industry, aligning programs to regional workforce needs.
- *Transparent & Courageous Communicator*: Engages in honest dialogue; invites diverse perspectives to solve complex challenges.

## **Essential Job Functions**

### **Guided Pathways and Student Success**

- Co-chair the Rural Guided Pathways Steering Committee with VPSS; set and monitor pathway KPIs (enrollment, gateway-course success, persistence, completion, transfer, living-wage employment) using disaggregated dashboards.
- Co-lead with the VPSS, the Student Success and Pathways Leadership Team Committee.
- Lead developmental education reform – implement multiple-measures placement, scale co-requisite models, and eliminate stand-alone remedial sequences.
- Expand cost-saving Open Educational Resources (OER) and no-cost course materials across all pathways; partner with faculty on OER adoption and creation.
- Integrate basic-needs resources (food, housing, childcare, mental health) into academic pathways in partnership with Student Services and community agencies.

### **Curriculum, Instruction, and Assessment**

- Oversee design and continuous improvement of all instructional programs, ensuring alignment with labor-market demand and transfer pathways.
- In close connection with Instructional Deans, ensure the quality and consistency of student learning outcomes assessment processes and data collection and analysis, along with ensuring that student learning is tracked, documented, and analyzed.
- Champion forward-thinking curriculum design and evaluation of student learning.

### **Strategic and Academic Planning**

- Develop a five-year Academic Master Plan that operationalizes TBCC's Strategic Plan and Rural Guided Pathways priorities, aligning staffing, scheduling, facilities, and technology.
- Conduct environmental scans and employer advisory feedback loops to identify emerging program opportunities.
- Communicate strategic plans, strategic projects and mission fulfillment endeavors to division faculty and staff.

### **Accreditation and Compliance**

- Assist the TBCC Accreditation Liaison Officer.
- Work with representatives of the Northwest Commission for Colleges and Universities (NWCCU) to ensure TBCC compliance with all accreditation standards.
- Participate in the development of all accreditation reports.

### **Budget and Resource Stewardship**

- Plan and manage Instructional & Student Learning budgets; collaborate with

Advancement Office to pursue grants and philanthropic funding to scale Guided Pathways, OER, and instructional technology.

- Monitor spending and approve expenditures within annual budgets, perform budget revisions, and prepare budget reports as needed or requested.

### **Faculty and Staff Development**

- Recruit, mentor, and evaluate faculty, deans, and directors; cultivate leadership pipelines that reflect TBCC's student demographics.
- Strengthen the teaching and pedagogical activity of all faculty through ongoing support of faculty development.
- Actively support faculty and staff who hold leadership positions and encourage and develop others to seek important leadership roles at the College.
- Provide leadership and support to Deans and Department Chairs.

### **Statewide Responsibilities**

- Represent the College in academic matters within the community, with educational partners, and at the state level being an active member of the OR Community Colleges Council of Instructional Administrators (CIA) and Chief Academic Officers (CAO) Affinity Groups.
- Contribute to statewide projects such as Guided Pathways, developmental education re-design, co-requisite course development, work-based learning, Perkins and more.
- Serve as effective liaison and partner to Oregon Community College Association (OCCA),
- Represent the college and needs of small rural community colleges in statewide Transfer Council and Common Course Numbering initiatives.

### **Other Principal Duties and Responsibilities**

- Assist the President in the development of the academic and student operational and capital budgets and advise the President on academic and student matters, strategic efforts, higher education issues, trends, and best practices.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies; participates in internal and external meetings and seminars.
- Perform other duties as assigned by the President.

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

- Proven track record of developing and implementing strategic plans and achieving measurable results.
- Project management skills including the ability to define projects, prioritize, and manage multiple projects; measure and evaluate progress and outcomes; and meet timelines while producing quality work.
- Expertise in the objective analysis of complex information to derive logical conclusions and provide a sound basis for establishing priorities and selecting appropriate courses of action.
- Experience with the use of best practices, innovations, and research in providing outcomes-based programs.
- Demonstrated ability to foster and sustain innovation and collaboration in decision-making.
- Accomplished report writer with strong writing and verbal communication skills.
- Demonstrated evidence of strong communication, interpersonal, and relationship management skills.

- Ability to develop and maintain a schedule of classes and course catalog.

### **Minimum Requirements**

- Master's degree and extensive additional experience in higher education.
- Five years of experience in higher education including administrative, policy, or supervisory duties.
- Demonstrated understanding of, and a commitment to, the community college mission and purpose, teaching and learning, and student success.

### **Preferred Qualifications**

- Doctoral degree in higher education/leadership, a teaching discipline, or a closely related field from a regionally accredited university.
- Student support or teaching experience in a community college setting.

### **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 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. Required application materials include a cover letter, resume, and college application. The submission of all required application materials is the responsibility of the applicant. Email application materials to [hr@tillamookbaycc.edu](mailto:hr@tillamookbaycc.edu). Position open until filled. First review of applications will be October 1, 2025.