

**Position Title:** Executive Assistant  
**Department/Unit:** President's Office  
**Classification:** Coordinator III  
**Status (exempt/non-exempt):** non-exempt  
**Salary/Grade:** I-3  
**Reports to:** President  
**Percentage:** 100%  
**Annual/Academic year:** Annual (12 months)

### **Position Summary**

Under the direction of the College President, the Executive Assistant works independently to provide complex, high-level and confidential support for the President's Office and the College's Board of Education. This position requires discretion, judgment and quick-thinking in matters of significance as it oversees the day-to-day workings of the President's Office and interacts with the public and multiple levels of College staff.

### **Duties and Responsibilities**

#### **Executive Office Coordination**

##### **Office Oversight:**

- Oversees the daily operations of the Executive Office to include the management of routine activities such as communication, daily workflow and customer service
- Prioritizes projects, activities and timely follow-ups
- Professionally manages unexpected situations and dilemmas.

##### **Communication:**

- Oversees, prioritizes and disseminates incoming and outgoing communications
- Composing, editing and distributing detailed memos, emails and other information including policies, reports, speeches and presentations.

##### **Customer Service and Public Relations:**

- Provides professional level customer service to ensure good working relationships with department heads, media representatives, community members and other influential people.

##### **Collective Bargaining Support:**

- Provides support and assistance to the Executive Office with respect to collective bargaining negotiations and the administration of the collective bargaining agreements.

##### **Event Coordination:**

- Assists, organizes and oversees details related to the coordination of events as directed.

**Website Support:**

- Supports content management of web pages for the Office of President and the Board of Education.

**President and Board of Education Support****Scheduling:**

- Maintains the President's calendar and coordinates schedules and events for the President and Board of Education.

**Budgeting:**

- Develops and monitors budgets for the President's Office and the Board of Education, analyzing financial constraints and timelines and supporting the Finance Office in budget development and dissemination.

**Recordkeeping:**

- Organizes and maintains confidential files and records of both electronic and paper nature, dispersing information as needed, for the President and the Board of Education.

**Travel Coordination:**

- Arranges President or Board member travel and logistics as directed, occasionally traveling as needed.

**Board Support:**

- Provides administrative support at Board meetings
- Prepares meeting notices and minutes in accordance with legal requirements for public meetings
- Supports policy revisions as directed.

**Miscellaneous**

- Participates in training, in-services and professional development
- Supports student success through participation in college committee work, Welcome Week, OCCC Cares, Commencement and/or related activities.
- Performs other duties, as assigned, that support the College's mission.

The list of essential functions is intended to be representative of the tasks performed by this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**Supervisory Responsibility**

This position does not have any supervisory responsibility but may lead the work of Student,

Volunteer, and/or Temporary Staff assigned to the area.

**Leading Work includes:**

- Train and orient new hires in position tasks.
- Provide instructions on work tasks.
- Offer guidance, encouragement, and answer questions to ensure work tasks are completed efficiently.

**Qualifications**

**Minimum Qualifications:**

- Associate's Degree in Business Administration or a related field. Relevant experience may substitute for the degree requirement on a year-for-year basis.
- Two years of progressively responsible administrative support experience.
- Must be computer literate with demonstrated proficiency using Microsoft Windows, Microsoft Office applications and the Internet.
- Must have expert level writing skills.

**Preferred Qualifications:**

- Professional experience working in a college or university
- Professional success in a front-office role, responding to the public and external community, and establishing and maintaining effective relationships and communications with other departments
- Experience in developing and presenting written and graphic communications in a variety of formats: correspondence, flyers, newsletters, or websites.
- Experience as an Executive Assistant to a President, Vice-President, Superintendent or Board.

**Knowledge, Skills, and Abilities Qualifications:**

- Knowledge and experience in the use of computer software including Microsoft Office Suite (i.e. Word, Excel, PowerPoint, etc.) and Zoom.
- Communication skills and demonstrated ability in the areas of creative problem-solving, conflict resolution and appropriate decision-making.
- Knowledge of office practices, procedures and techniques, spelling, vocabulary, math and grammar skills.
- Knowledge of basic customer service standards and principles including professional telephone etiquette
- Ability to rapidly learn and apply new information and concepts within the functional

area

- Excellent organizational skills and attention to detail
- Initiative, flexibility and the ability to work effectively both with and without supervision
- Posses interpersonal skills and an ability to work effectively as a team member, collaborating with diverse groups within the College and community.
- Possess and demonstrate strong fiscal management skills.
- Ability to meet and work effectively with people across multiple levels of the organization.

### **Working Environment & Physical Requirements**

While performing the duties of this job, the employee is:

- Frequently required to sit, see and talk or hear.
- Often required to have mobility to move between offices, classrooms, and floors.
- Use hands to finger, handle or operate computers, objects, tools or controls.
- Reach with hands and arms.
- Light physical exertion with occasional, bending, stooping, pulling, and moderate lifting.
- Occasionally lift and/or move up to 25 pounds and have the ability to carry equipment and tools of moderate weight, using arms and hands.
- Specific vision and hearing abilities required by this job include close vision and the ability to adjust focus, and complete and maintain various types of records.
- Ability to hear the conversational voice and effectively communicate responses.
- Work occurs in an office environment with potential for interruptions and background noise.

Assignment will include presence at all primary OCCC locations and may include evening and weekend work. Travel between College sites and other locations will be required. Occasional travel and overnight stays outside of Lincoln County may be required for training and other purposes.

The use of tobacco and smoke-emitting materials and devices including electronic cigarettes, is prohibited on all of the college's campuses, including OCCC's building exteriors and parking lots.

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**Position Title:** Director Financial Aid

**Department/Unit:** Financial Aid

**Classification:** Director

**Status (exempt/non-exempt):** Exempt

**Grade:** L7-L9

**Reports to:** Vice President of Academic & Student Affairs

**Percentage:**100%

**Annual/Academic year:** Annual

### **Position Summary**

Under the supervision of the Vice President of Academic & Student Affairs, the Director of Financial Aid is responsible for the overall leadership, management, and improvement process in all Federal, State, and Local financial aid programs.

Working with the third-party vendor, this position will ensure compliance, collaborate across departments and represent the College to various audiences.

### **Duties and Responsibilities**

#### **Delivery**

- Directs and assists with the packaging of financial aid for new and current students, including awarding and adjusting financial aid and scholarships from internal and external sources.
- Directs and assists with the certifying of VA educational benefits
- Administers financial aid satisfactory academic (SAP) progress evaluation and appeals process.
- Preparing accurate reports for various governing agencies and auditors.
- Develops and directs financial aid strategies that are consistent with the enrollment management objectives of the College and administers financial aid, scholarships and student employment programs that support student recruitment and retention
- Lead the development, implementation and evaluation of debt reduction and financial literacy programs.
- Lead strategies to ensure high quality student support service through all communications with students, departments, and external agencies.
- Effectively work with underserved and first-generation students to understand financial obligations and support the development of financial literacy at the pre-college and post-enrollment stages

#### **Compliance**

- Maintains Title IV Participation Agreement and ECAR with the U.S. Department of Education.

- Maintains institutional eligibility for VA educational benefits.
- Resolves any issues related to financial aid and VA educational benefits State Approving Agent (SAA) or auditors' findings.
- Ensures compliance with financial aid policies and regulations and serving as the College's primary authority on Federal and State financial aid requirements.
- Performs routine audits on active and inactive student files to ensure compliance with Title IV regulations.
- Maintains a high level of professional competence in best practices in financial aid, program assessment, operational budgeting, and a working knowledge of the college software system.
- Evaluate and approve award adjustments using federal guidelines for "professional judgement."

### **Partnerships**

- Collaborates with college staff and other offices in strategic and operational planning aimed at achieving OCCC, institutional, Divisional and Office goals and objectives.
- Represents the financial aid office to various agencies, auditors, high schools, scholarship foundations, professional associations, and current and prospective students and their families.
- Collaborates with the OCCC Foundation Office to award funds consistent with the goals and objectives of the foundation scholarship and/or other need-based programs.
- Coordinate the Oregon Coast Community College Scholars program with relevant departments and high school staff. Plan and implement the promotion, selection, and awarding of the scholarships.
- Facilitate coordination among vendors involved with the systems to manage the financial aid program. Sustain working vendor relationships that support effective use of the student information and finance system, financial aid processor systems, and federal and state program management and reporting systems.
- Coordinate with the Business office a program for debt repayment of Title IV funds.

### **Miscellaneous**

- Participates in training, in-services and professional development
- Supports student success through participation in college committee work, Welcome Week, OCCC Cares, Commencement and/or related activities.
- Performs other duties, as assigned, that support the College's mission.

### **Supervisory Responsibility**

Supervises Administrative/Confidential, Classified, Student, Volunteer, and/or Temporary Staff assigned to the area.

### **Supervision includes:**

- Collaborating with Human Resources to Write/Review Job Descriptions.

- Overseeing Unit budgets and ensuring effective allocation of resources.
- Hiring, Onboarding, Training, and Evaluating all direct reports.
- Encouraging Development and Professional enrichment of direct reports through tuition waivers, conferences, certifications, or other development opportunities.
- Recognizing direct reports for achievement and success.
- Initiating disciplinary action when needed, responding to employee complaints, and effectively recommending various personnel actions.
- Ensuring Staff are apprised of College Policies and Procedures.
- Ensuring a backup process is in place for all critical operations.

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## **Qualifications**

### **Minimum Qualifications**

- Bachelor's Degree in finance, business administration, education, or a related field.
- 2 years professional experience in Financial Aid administration
- or
- 4 years professional experience in Financial Aid Advising
- Experience working with an integrated database, such as a student information system or financial management system.

### **Preferred Qualifications**

- Master's degree in finance, business administration, higher education leadership, public administration, or related areas.
- Experience with configuration of enterprise relational program (ERP) for financial program and student information
- Bilingual - Spanish

### **Knowledge, Skills, and Abilities Qualifications:**

- Knowledge of federal, state and local laws, statutes, regulations, codes, and standards related to Financial Aid.
- Ability to identify and incorporate continuous changes in federal and state policies and procedures, ensuring OCCC compliance.
- Ability to deliver effective public presentations
- Ability to work independently and as part of a team
- Ability to maintain professional partnerships both internally and externally

- Ability to establish interpersonal rapport and relate to students from a wide range of backgrounds and cultures
- Verbal and written communication skills, and ability to develop and deliver effective public presentations.
- Ability to analyze, organize and prioritize work while meeting multiple deadlines.
- Computer literacy with proficiency using Microsoft Windows, Microsoft Excel and Word, email, the Internet and social media.

### **Working Environment & Physical Requirements**

While performing the duties of this job, the employee is:

- Frequently required to sit, see and talk or hear.
- Often required to have mobility to move between offices, classrooms, and floors.
- Use hands to finger, handle or operate computers, objects, tools or controls.
- Reach with hands and arms.
- Light physical exertion with occasional, bending, stooping, pulling, and moderate lifting.
- Occasionally lift and/or move up to 25 pounds and have the ability to carry equipment and tools of moderate weight, using arms and hands.
- Specific vision and hearing abilities required by this job include close vision and the ability to adjust focus, and complete and maintain various types of records.
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**Position Title:** SBDC Administrative Specialist

**Department/Unit:** Small Business Development Center (SBDC)

**Classification:** Specialist II

**Status (exempt/non-exempt):** Non-Exempt

**Grade:** G-3 – G-4

**Reports to:** Assistant Director of SBDC

**Percentage:** 100%

**Annual/Academic year:** Annual

**Location:** Central County Campus – Newport, OR

**Telework Status:**

Regular telework is not a feature of this position. At the Supervisor's discretion, exemptions may be made for special projects or responsibilities requiring periodically needed focus time.

**Position Summary**

Under the direction of the Assistant Director of SBDC, the SBDC Administrative Specialist manages the day to day administration of the Small Business Development Center office, delivering front-line service to clients, support to staff and advisors, recordkeeping, and reporting.

**Duties and Responsibilities**

**Client Services**

- Assesses initial client service needs; identifies and recruits new clients for advising, training and Small Business Management programs, based on initial assessment.
- Research basic information such as state regulations and licensing requirements and provides/distributes information to clients.
- Recommends workshops and/or client advising services, based on client's needs and goals.
- Organizes and coordinates seminars and workshops offered by the SBDC and SBM programs, including event schedules, locations, equipment rentals and set-up, and catering services.
- Schedules accommodations for speakers, as needed.
- Works closely with the College's Business Office to arrange speakers' fees in accordance with the College's and the SBDC's policies and procedures.
- Conducts phone follow-up surveys with workshop participants and collects, tallies and tracks results of printed surveys completed immediately after workshops and events.

**Office Operations**

- Assists with all aspects of office operations and communications for the College's Small Business Development Center (SBDC) and SBM Program, including outreach to community partners throughout Lincoln County to maintain partnerships.

- Receives and screens incoming telephone calls and directs to appropriate staff members.
- Schedules appointments for SBDC Staff.
- Updates mailing lists.
- Responds to inquiries made in-person and by phone regarding SBDC services and resources.
- Orders office supplies and equipment and maintains supply inventory

### **Administrative Support**

- Coordinates with SBDC leadership and OCCC Marketing team to create and distribute press releases and marketing materials and works with outside organizations to promote events.
- Assists SBDC leadership with the preparation and proofreading of program newsletter.
- Maintains and manages required database programs to comply with record-keeping and reporting requirements.
- Prepares quarterly reports of Small Business Management Program training and other reports for Oregon Small Business Development (OSBDC) network office, e.g. within “Center IC”.
- Works with SBDC leadership to provide clerical support and arrange class location/dates.
- Maintains SBM participant records and files, using various electronic systems to maintain SBM information, and tracks student registration and progress.
- Works with SBDC leadership to prepare SBDC course offerings.
- Submits course information to College staff responsible for preparing the schedule of classes for each term.
- Enters course data into Center IC data system
- Inputs student registration information in data management system.
- Review and update standard operating procedures and workflows to improve program efficiency and consistency.
- Serves as secretary for SBDC Advisory Committee Meetings.

### **Miscellaneous**

- Participates in training, in-services and professional development
- Supports student success through participation in college committee work, Welcome Week, OCCC Cares, Commencement and/or related activities.
- Performs other duties, as assigned, that support the College’s mission.

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### **Supervisory Responsibility**

This position does not have any supervisory responsibility but may lead the work of Student, Volunteer, and/or Temporary Staff assigned to the area.

### **Leading Work includes:**

- Train and orient new hires in position tasks.

- Provide instructions on work tasks.
- Offer guidance, encouragement, and answer questions to ensure work tasks are completed efficiently.

## **Qualifications**

### **Minimum Qualifications**

- High School Diploma or GED
- Experience in business operations, like data entry, customer service, marketing, managing resources, improving processes, and ensuring proficient workflows
- Experience planning or organizing events

### **Preferred Qualifications**

- Associate's degree in business administration or related field.
- Experience working for a small business.
- Bilingual – Spanish

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

- Ability to multi-task and prioritize effectively while maintaining accuracy and attention to detail.
- Ability to establish interpersonal rapport and relate to customers from a wide range of backgrounds and cultures.
- Knowledge of contemporary office practices, procedures, and techniques.
- Ability to rapidly learn and apply new information and concepts within the functional areas.
- Excellent organizational skills and attention to detail.
- Perform keyboarding functions with speed and accuracy.
- Utilize computer technology to access data, maintain records, generate reports, and communicate with others.
- Initiative, flexibility, and the ability to work effectively both with and without supervision, in the areas of creative problem-solving, conflict resolution and appropriate decision-making.
- Ability to work effectively independently and as a team member.

## **Working Environment & Physical Requirements**

While performing the duties of this job, the employee is:

- Frequently required to sit, see and talk or hear.
- Often required to have mobility to move between offices, classrooms, and floors.

- Use hands to finger, handle or operate computers, objects, tools or controls.
- Reach with hands and arms.
- Light physical exertion with occasional, bending, stooping, pulling, and moderate lifting.
- Occasionally lift and/or move up to 25 pounds and have the ability to carry equipment and tools of moderate weight, using arms and hands.
- Specific vision and hearing abilities required by this job include close vision and the ability to adjust focus, and complete and maintain various types of records.
- Ability to hear the conversational voice and effectively communicate responses.
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**Position Title:** Nursing Instructor

**Department/Unit:** Nursing & Allied Health

**Classification:** FT Faculty

**Status (exempt/non-exempt):** Exempt

**Reports to:** Dean of Nursing & Allied Health

**Step:** Up to step 13 (per collective bargaining agreement)

**Percentage:** Full time

**Annual/Academic year:** Academic Year – 174 days, 7 hours a day

Pay is dependent upon individual credentials and experience.

This position would be responsible for teaching select theory courses within the first- and second-year nursing curriculum. This position will also be responsible for teaching within the clinical, lab and simulation settings

**Course Description:**

The Nursing Instructor is responsible for providing high-quality instruction in the classroom, lab, and clinical settings to prepare students for entry into professional nursing practice. Nursing Faculty are expected to support the mission of the college and the nursing program by engaging in curriculum development, student advisement, committee service, and professional development. This role includes active participation in assessment, accreditation, and continuous quality improvement initiatives.

**Duties and Responsibilities**

**Teaching and Student Success:**

- Apply the college's values for teaching and learning.
- Facilitate learning that applies to students' academic and career goals.
- Meet the curricular needs of students at various learning levels.
- Encourage mutual responsibility for a supportive learning environment.
- Provide effective teaching strategies in an environment that encourages student and instructor interaction.
- Actively engage students in the learning process.

- Encourage creative and critical thinking.
- Evaluate and grade student progress.
- Maintain accurate records of student enrollment, attendance, and scholastic progress.
- Develop, plan, and deliver engaging, evidence-based instruction in nursing theory, lab, and clinical courses.
- Assess student learning outcomes through exams, assignments, and clinical evaluations.
- Maintain current course syllabi and ensure alignment with program outcomes, accreditation standards, and institutional policies.
- Utilize a variety of teaching strategies and technologies to support student learning, for face to face, online or hybrid delivery.
- Maintain regular office hours to advise and mentor students on academic and career matters.
- Foster an inclusive and supportive learning environment that promotes student success.
- Identify and refer students needing additional academic or personal support services.

#### **Clinical Environment Supervision:**

- Oversee the student clinical/lab/simulation experience
- Responsible for the supervision and documentation of the student clinical/lab/simulation experience.
- Maintain a positive and professional working relationship with community partners to provide a positive professional clinical experience for student in their assigned professional clinical setting

#### **Professional Responsibilities**

- Work collaboratively with colleagues and community partners.
- Participate in institutional work (such as accreditation and shared governance) to advance the College mission.
- Attend and participate in meetings that are regional and state, college-wide, department, and program level.

- Mentor another faculty, including part-time.
- Maintain office hours.
- Assist in the recruitment of students.
- Undertake activities that promote and support: student success (such as mentoring of students); and Faculty development
- Interact with students, staff, and administration in a professional manner.
- Assure effective two-way communication at all levels of responsibility.
- Collaborate with faculty and administration to design, evaluate, and revise curriculum.
- Participate in course, program, and institutional assessment and accreditation processes (e.g., ACEN).
- Contribute to development and implementation of remediation, tutoring, or support programs.

### **Compliance**

- Comply with published College Policies and Procedures.
- Maintain a safe learning and working environment by following all laws, policies and procedures established by the College and through state and federal oversight (such as OSHA and Title IX).
- Maintain College safety standards in work areas; ensure that students are trained in good safety practices; and make reasonable efforts to ensure that students follow good safety practices.

### **Other duties as needed:**

- Use of media aids, the library, and other resources, as applicable.
- Requires a flexible work schedule to meet program needs, which may include evenings and/or weekends.
- Ability to work an instructional schedule that may vary from term-to-term.
- Ability to travel to a variety of teaching sites throughout Lincoln County.

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## **Supervisory Responsibility**

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### **Leading Work includes:**

- Train and orient new hires in position tasks.
- Provide instructions on work tasks.
- Offer guidance, encouragement, and answer questions to ensure work tasks are completed efficiently.

## **Qualifications**

### **Minimum Qualifications**

- Master's Degree in Nursing from an accredited college or university. Candidates with a Bachelor's in Nursing from an accredited college or university will be considered if enrolled in a Master of Nursing program with a scheduled date for graduation.
- Candidate must possess current, unencumbered license to practice as a registered nurse through the Oregon State Board of Nursing
- Minimum three years recent, demonstrated registered nursing experience.
- Candidate must be approved to teach at designated clinical site(s).
- Maintains currency in applicable certifications; subject matter domain, and developments in field(s) of expertise.
- Possess current healthcare provider CPR certification through the American Heart Association and show evidence of required immunizations.
- Strong oral and written communication skills.

### **Preferred Qualifications:**

- Medical-surgical nursing, long term-care, or critical care practice in acute care settings within the past three years.
- Prior experience teaching nursing students in the classroom, skills lab and/or clinical setting.
- Knowledge of simulation standards, principles, and processes

## **ADDITIONAL REQUIREMENTS**

- Individual hired will be required to complete documentation that will be submitted to the State's Board of Nursing for review, verification, and competency clearance.

- Assignment will be contingent upon candidate's abilities to successfully complete and pass a background and drug screen, confirming candidates are cleared to practice in a long-term care facility (per OAR Chapter 411, division 009).

### **Knowledge, Skills, Abilities and Personal Qualifications:**

- Knowledge of current clinical nursing practices and maintenance of clinical nursing skills
- Knowledge of the scopes and practice for PNs and RNs within the Oregon Nurse Practice Act, administered by the Oregon State Board of Nursing
- Demonstrated ability to develop and implement nursing curriculum
- Ability to effectively present curriculum that is understandable to individuals at various levels of learning and with varying learning needs
- Demonstrated knowledge of current instructional techniques and procedures pertaining to a nursing program and clinical nursing practices.
- Possesses and applies knowledge of professional standards and state guidelines relevant to the performance of nursing instruction.
- Understands, develops, and provides a learning environment that supports diversity and incorporates sensitivity to diversity in the classroom and the workplace
- Serves as a positive role-model for students

### **Working Environment & Physical Requirements**

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- Reach with hands and arms.
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- Faculty positions are represented by the collective bargaining agreement between American Federation of Teachers and Oregon Coast Community College.
- New full time faculty have probationary appointments. Probationary appointment faculty may be reappointed annually based upon satisfactory performance. Contingent on three (3) years of successful performance, faculty will earn continuous appointment status.