



Please submit responses to the following questions. Then upload this document within the supported documents tab while applying. (There is 4 questions total)

Supplemental Question #1 – Please describe how you meet the minimum qualifications for this position:

- Bachelor's degree from an accredited college or university preferably in information technology, data analytics, or related field.
- Five (5) years of experience in student services or related area working with data, records management, and technical systems administration.
- Experience working with student information systems and higher education policies and procedures.
- Strong analytical, planning, organizing, coordinating, and critical thinking skills.
- Effective conflict resolution and interpersonal skills.
- Excellent communication skills including written, presenting, and active listening.
- Ability to handle and prioritize multiple tasks. Detail oriented and possesses exceptional organizational, time management, and problem-solving skills.
- Ability to work well with people of all ages from academically, culturally, and socioeconomically diverse backgrounds.



**Clatsop
Community
College**

Supplemental Application

Supplemental Question #2 – How will you use data driven decision making in the context of student services? Please use specific examples.

Supplemental Question #3 – What tools and software are you most proficient in and how have you utilized them in the past?

Supplemental Questions #4 – This position will oversee a 1.0 FTE grant funded position. What supervisory experience do you have? How would you describe your leadership style?