



Office Coordinator/Receptionist (Office Specialist 2)

Department: Human Resources

Salary Range: \$2407 - \$3493 monthly

Class: C0104 **Recruitment #:** S1813

Review Date: Review of applications begins immediately. Position closes **March 27, 2018.**

This is a regular, full-time, 12-month position in the Human Resources office and is represented by the Oregon Public Employees Union/Service Employees International Union. The Human Resource office supports the institution's goals by providing the best possible services in the areas of personnel, payroll, and benefits.

MINIMUM QUALIFICATIONS

- Two years of clerical experience (one year of which included typing, word processing, or other experience generating documents) **OR** an Associate's degree or post-secondary coursework and one year of clerical experience
- Exceptional customer service and communication skills
- Proficient in MS Word, Excel, and queries
- Excellent organization skills with the ability to maintain a high degree of confidentiality
- Ability to prioritize work, perform multiple tasks simultaneously with frequent interruptions, and complete assignments while adhering to deadlines
- Good problem-solving and analytical skills with the specific ability to be attentive to details and accuracy

Preferred Qualifications

- Bachelor's degree
- Experience working in a higher education environment
- Experience with Banner and web-based applications experience
- Bilingual competency in either Spanish or American Sign Language

****A criminal background check will be required as a condition of employment**

We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.

DUTIES AND RESPONSIBILITIES:

Processing and Data Entry

- E-mail paperwork to newly hired and re-hired staff and serve as their point-of-contact; Assist with preparation of new and reactivated employee personnel files; Generate faculty/staff ID cards; Enter data for new employees into Banner; Send out Arrival/Reactivation Notifications; Serve as primary contact to receive and assist with student employee paperwork
- Process name changes and address updates for faculty/staff; Forward returned forms to HR personnel responsible for processing; Provide backup during summer term to send performance evaluation notifications and update Banner with date received; Provide administrative assistance to the HR Manager with reclassification notifications; Enter updated employee data into Banner; Receive and process Staff Development Requests, and ADA Accommodation Requests
- Schedule exit interviews for departing employees; Provide back-up to send out Departure/Separation Notifications, add departing employees to Termination Spreadsheet, and terminate in Banner

General Office Coordination

- Serve as receptionist for Human Resources office: Unlock and secure office each day; Answer phones and greet guests in a confident, friendly and confidential manner; Schedule appointments; Maintain schedule for HR conference room; Assist with label preparation for distribution of campus flyers and mailings; Check authorizing pay documents for required signatures, forward to appropriate signer, scan and e-copy the completed forms to appropriate persons; Complete purchase orders and JV's for HR account indexes; Assist with processing travel paperwork; Serve as Procurement Card Custodian for the HR office; Assist with preparation of new employee packets for employment and benefits; Coordinate filing; Keep an inventory of office supplies and equipment, order supplies as needed;

Reports

- Run queries to generate reports; Check generated reports for data integrity and format for readability and accuracy; Update and maintain information in Banner and other databases; Make and distribute copies of identified reports to appropriate offices

Office Personnel Support

- Provide additional support to HR Director and HR Managers as work flow indicates

WORKING CONDITIONS:

- Typical office environment that involves extensive use of computer systems and sitting at a workstation for extended periods of time
- Occasional lifting of up to 25 pounds; bending and use of a step-stool
- Occasional overtime is required

TO APPLY SUBMIT THE FOLLOWING:

- 1) WOU Employment Application form (available at www.wou.edu/classified)
- 2) Letter of application
- 3) Resume
- 4) Contact information for three references
- 5) Unofficial copy of transcript for highest degree earned (if needed to qualify)

Send to: S1813 Office Coordinator/Receptionist Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; OR e-mail to employment@wou.edu; OR fax to: 503-838-8144.

**Western Oregon University is an AA/EO/Veteran/Disability employer
committed to increasing the diversity of its workforce.**