



Educational Advisor

Department: Student Enrichment Program (SEP)
Recruitment #: S1971
Application Deadline: Preference given to applications received by **October 8, 2019**. Position open until filled.
Estimated Salary: \$39,326

Benefits:

Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Department / Job Summary:

This is a regular, 12-month, full-time, unclassified position in the Student Enrichment Program. The Student Enrichment Program is, in part, a federally-funded TRIO – Student Support Services grant program that provides services to students who are first-generation, low-income, or have documented disabilities. SEP is among the programs that work through a social justice lens to offer personalized support and contribute to an affordable cost of attendance. at Western Oregon University in Monmouth. <http://www.wou.edu/sep/>

The Educational Advisor regularly advises 80-100 program participants in the successful completion of their academic, personal, and career goals. In collaboration with the director and other staff members, this position will facilitate and promote the delivery of student services and academic units. The advisor may also facilitate and promote seminars, workshops, and educational presentations, in addition to assisting in the development and delivery of special orientations and trainings. This position will be periodically requested to provide design content and instruction for SEP courses and workshops.

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.

Minimum Qualifications:

- Bachelor's degree
- Minimum two years demonstrated experience successfully working with diverse student populations (traditionally underrepresented groups, students with disabilities, and/or students who possess diverse academic, economic, and cultural needs)

Preferred Qualifications:

- Master's degree in counseling, education, student services, or a related field
- A background or personal experience similar to program participants (traditionally underrepresented groups, students with disabilities, and/or students who possess diverse academic, economic, and cultural needs)
- Bilingual competency in either Spanish or American Sign Language

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

Application Instructions:

You may submit all materials online at www.wou.edu/prostaffapp

Required application materials (PDF preferred):

1. WOU Employment Application available at www.wou.edu/prostaffapp
2. Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community
3. Resume
4. Contact information for three references
5. Copy of unofficial transcripts for highest degree earned

As an alternative, you may also submit application materials to:

S1971, Educational Advisor, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to employment@wou.edu; OR fax to: 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.