



Office Specialist

(Office Specialist 1)

Department: WOU:-Salem / Organizational Leadership
Recruitment #: S1975
Application Deadline: Review begins **October 7, 2019**. Position open until filled.
Salary Range: \$2190 - \$3076

This is a regular, 12-month, full-time position and is represented by the Service Employees International Union/Oregon Public Employees Union (SEIU).

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 position will serve WOU: -Salem and provide program specific support to the new Master in Organizational Leadership (OL) program offered exclusively through the Salem site at Western Oregon University. Our satellite presence in south Salem opened in January with a fun and practical range of course offerings for current WOU students or new enrollees. Beginning fall 2019, in addition to the dozens of convenient classes at multiple levels available for enrollment, we will also begin offering two new programs: [Applied Baccalaureate in Liberal Studies](#) and the [Master of Arts in Organizational Leadership](#). <http://www.wou.edu/salem/>

The Office Specialist will perform duties related to supporting the WOU: -Salem site, as well as the Organizational Leadership program. This position will be the point of contact for faculty, community members, and potential and current students relating to WOU: -Salem and the OL program. This position will process applications for OL students, and assist in completion of hiring paperwork for NTT faculty. In addition, the Specialist will assist with travel reimbursements as necessary for both OL and WOU: -Salem.

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.

Working Conditions:

This position requires split work locations. Mileage between Monmouth and Salem campuses will be reimbursed at the standard federal mileage rate. This position requires the ability to work evening hours, three to five days per week at the WOU: -Salem location, while the other days working at WOU: Monmouth. (Example of an academic year schedule: Monday & Friday: 8am-5pm in Monmouth; Tuesday, Wednesday, Thursday: Split schedule - 12:30pm – 3:30pm in Monmouth & 5pm – 10pm in Salem.)

Minimum Qualifications:

- Completion of courses or training in Office Technology; **OR** One year of general clerical experience which included typing, word processing, or other generation of documents; **OR** An equivalent combination of training and experience.
- Ability to work with a diverse population of students, faculty, and community members and provide outstanding service, confidentiality, and support to the University.
- Organizational skills and the ability to coordinate several duties at once.
- Efficiency with computer programs and applications including Word, Excel, and WordPress

Preferred Qualifications:

- Previous experience in a higher education environment

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

Application Instructions:

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

Required application materials (PDF preferred):

1. WOU Employment Application [available here](#)
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:

S1975, Office Specialist., 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.