



Administrative Program Assistant

(Administrative Program Assistant)

Department: Health and Exercise Science
Recruitment #: S1968
Application Deadline: Review begins **October 28, 2019**. Position open until filled.
Salary Range: \$2607 - \$3872

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 is in the Health and Exercise Science (HEXS) Division at Western Oregon University in Monmouth. The Health and Exercise Science Division offers graduate and undergraduate degree programs and minor areas of study. The Division prepares students to be knowledgeable, competent, and ethical professionals. Our graduates are advocates of health and fitness in schools, community centers, health departments and hospitals, and in issues of public policy. <http://www.wou.edu/hexs/>

This position serves as administrative support for the Health and Exercise Science Division, providing support in the areas of fiscal management, academic schedule management, program interpretation and administration, data management, personnel administration, and office management. The Administrative Program Assistant has the responsibility for handling projects and assignments from initiation to completion; coordinating services and operations; and developing and determining appropriate processes and procedures, timelines, and prioritization for projects and assignments. This position serves the students, general public, division faculty and Chair, and serves as liaison between the division and other units in the College of Education and the university. This position serves a diverse community of students and faculty within the division programs and must be knowledgeable about division programs and available resources.

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:

The majority of the work day involves sitting at a desk working on a computer and phone. Some of each work day will include in-building and on-campus deliveries. Employee will be expected to lift up to 50 pounds.

Minimum Qualifications:

- Three years of office experience which include two years at full performance level (full range of duties with some latitude for independent judgement) and experience generating documents **and** lead work responsibility or coordination of office procedures
- Working knowledge of computer skills using PCs and/or Macs, and various software programs for word processing, database and spreadsheets, and web design, with the ability to learn other new programs quickly.

- Demonstrated experience with general accounting practices, including budget monitoring and processing
- Excellent communication and customer service skills with the ability to maintain a confidential work environment
- A keen attention to detail
- Must be flexible and be able to handle multiple tasks concurrently with frequent interruptions
- The ability to problem-solve, demonstrate initiative and self-direction, work independently, and meet firm deadlines
- Excellent interpersonal skills, an understanding of group processes, and the ability to work with and advise a diverse population

Preferred Qualifications:

- Bachelor's degree
- Experience using Banner Financial Information System (FIS) and Banner Student Information System (SIS)
- Experience producing class schedules or similarly elaborate schedules using Astra or similar room scheduling software program

*****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:

S1968, APA, 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.