



Office Specialist

(Office Specialist 2)

Department: Athletics
Recruitment #: S1977
Application Deadline: Review begins immediately. Position open until filled.
Salary Range: \$2431 - \$3528 (based on 1.0 FTE)

This is a part-time (.49 FTE), 12-month, 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 Athletics office at Western Oregon University in Monmouth. The Athletics department is responsible for the support of intercollegiate athletic sports participating in Division II of the National Collegiate Athletic Association (NCAA), and is comprised of a staff of head coaches, assistant coaches, administrative support staff, graduate assistants, and student workers. The department is also responsible for managing budgets that support the athletic teams with resources from the general fund, Incidental Fee Committee, Oregon State Lottery, event income, and fundraising. <https://www.wou.edu/athletics/>

The Specialist aids the Executive Director of Intercollegiate Athletics, supporting the daily operations of the department by performing a variety of administrative and technical duties and serving as the first contact point for Athletics. This employee in this position communicates a variety of information to a diverse audience by phone, e-mail, and in-person. The Specialist will serve as a liaison between Athletics and Human Resources, assisting with employment and payroll documents. This position is also responsible for the inventory and ordering of office supplies and equipment. This position completes and maintains documentation for department travel, processes purchase orders, processes, tracks, and reconciles invoices, recruiting, and credit card expenses associated with travel and purchasing.

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:

- Two years of general clerical experience. One year of which included typing, word processing, or other experience generating documents; **OR** An Associate's degree in Office Occupations or Office Technology
- Ability to manage multiple priorities, work independently, provide attention to detail, and complete tasks according to policies and procedures
- Excellent customer service skills and the ability to communicate with a diverse population of students and staff alike
- Proficient computer skills using Microsoft Office (Word, Excel, Access, and PowerPoint)
- Ability to obtain and maintain an Oregon driver's license
- Ability to lift 25 pounds

*****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:

S1977, 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.