Traffic Safety Education Project Coordinator

Department: The Research Institute
Recruitment #: S1938
Application Deadline: Review begins immediately. Position open until filled.
Salary Range: $49,147 - $57,820

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 Research Institute (TRI) for the Traffic Safety Education (TSE) program at Western Oregon University in Monmouth. The Research Institute houses four centers focused on informing and facilitating change in educational and human service systems to improve the quality of life for all individuals. Funded through external grants and contracts, the centers conduct programs of research, develop evidence-based interventions that are provided through technical assistance and professional development, and increase system capacity to effect change. http://triwou.org/

The Traffic Safety Education program is grant-funded by Oregon Department of Transportation – Transportation Safety Division (ODOT-TSD). This program is responsible for training and certifying all ODOT-TSD approved Driver Education (DE) instructors in Oregon, as well as providing continuing education opportunities for instructors and providers. A major function of this program is offering the Pacific NW Driver & Traffic Safety Conference, which provides continuing education for instructors and providers from the Northwest area of the U.S. Also included in this program is development and/or oversight of the curriculum used for teen DE programs throughout Oregon.

The TSE Project Coordinator develops and coordinates revisions of statewide curriculum for both teen drivers and adult instructors. This position oversees, evaluates, and monitors effectiveness of the instructor training program and trainers. The Coordinator will develop grant program and project objectives and provide oversight and review of instructor certification process and development, and implementation of the Instructor Database and certification system. This position will plan and implement all program content and site logistics for the annual Pacific NW Driver & Traffic Safety conference, identifying and arranging for speakers and presenter, marketing/PR, registration, catering, attendee materials, securing exhibitors, applying for WA clock-hour approval and certifying continuing education hours. The Coordinator will communicate with local, state, and federal driver and traffic safety education partners.

The appointment is renewed through an annual Notice of Appointment, dependent upon satisfactory job performance, continuing project needs, and/or available funding.

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 **or** five (5) years of experience in the Driver Education/Traffic Safety Education field.
- Minimum of three (3) year of experience developing, implementing and managing projects and/or programs
- Ability to quickly shift priorities, demands, and timelines through analytical and problem-solving capabilities
- Proficiency with computer software (Word processing, spreadsheet, database, etc.)
- Excellent verbal/written communication skills and customer service skills

- Ability to work with all levels of employees, be flexible, and have sound judgement with an open and collaborative style that encourages teamwork and cooperation beyond the immediate team to the broader organization
- Commitment to exceptional quality and a passion for excellent customer service.

Preferred Qualifications:

- Event planning experience, including oversight of and direct experience with a large multi-faceted event
- Curriculum development experience
- Project management experience
- Experience working in a university or higher education environment
- Fiscal management experience

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 (if needed to qualify)

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

S1983, TSE Project Coordinator 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.

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