



Budget & Research Director

Department:	Oregon Council of Presidents
Recruitment #:	S2204
Review Date:	Immediate review Open until filled
Annual Salary Rate:	\$70,000-\$80,000

Who we are:

The Oregon Council of Presidents (OCOP) is a voluntary organization of Oregon's public university presidents hosted by WOU. OCOP was formed to foster coordination and collaboration among public university presidents and other university officials to ensure sharing of resources, knowledge, best practices and advocacy.

Job Summary:

This position reports to the Executive Director of the OCOP. The primary role of the Budget and Research Director is to support the OCOP mission with fiscal and data analysis in order to represent OCOP staff, presidents and member institutions among internal and external constituencies.

This position will exercise independent judgment and perform work related to financial and managerial accounting and data aggregation and reporting. This position requires understanding and appreciation for the diverse missions and resources of Oregon's public universities. The ability to work constructively with all colleagues and constituencies is essential to the success of this position. This position requires the ability to succinctly compile, analyze and coherently display data and budget information. The Director must be able to communicate effectively to a variety of levels of institutional staff and be able to coordinate multiple projects in a cohesive matrix team environment.

Minimum Qualifications:

- A bachelor's degree from an accredited institution with significant coursework in finance, accounting, or public administration combined with at least 3-5 years of progressive related responsibility OR a master's degree and at least one (1) year of related experience
- Experience in preparing and analyzing financial and managerial reports
- Experience in researching, analyzing, and applying laws, rules, and regulations

[Click here](#) for the complete position description including knowledge areas and preferred qualifications.

Application Instructions:

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

Required Application materials (PDF preferred):

1. WOU Employment Application form [available here](#)
2. Cover Letter 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. Unofficial copy of transcript for highest degree earned (Official transcripts required upon hire)

Employee COVID-19 Vaccine Requirement

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

Benefits:

Western Oregon University 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.

- Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.
- The university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments for multiple years

<http://www.wou.edu/hr/benefits/>

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