



Project Specialist (Assessment)

Recruitment #:	S2225
Review Date:	Immediate review Open until filled
Department:	The Research Institute
Annual Salary Rate:	\$61,000 - \$68,000

Job Summary:

Project Specialists participate as members of a collaborative team working on a variety of projects within the TRI's Center on Early Learning and Youth Development (CELYD). Project Specialists provide a continuum of services and products across the early learning system in Oregon. CELYD engages in Early Learning and/or Youth Development at the state level which requires a specialized knowledge and skills as well as an ability to navigate change, emergent needs and the expectations of system work. Project Specialists are expected to use culturally responsive, innovative best practices across a variety of duties including; program and process development, systems collaboration, change and alignment, program assessment and observation, system communications, leadership and facilitation, and training and technical assistance.

TRI staff are expected to engage in continual learning in anti-racism, equity, diversity, inclusion and outreach in order to cultivate equitable practices across all aspects of position duties and participate and engage in efforts to further develop and implement the center, projects and university's equity work and goals.

- Work collaboratively in a team environment. Facilitate, participate in and contribute to project meetings, seminars, workshops and other gatherings as needed
- Provide ongoing administrative and communication support
- Participate in team meetings on both the project teams and the CELYD team
- Effectively communicate with a wide variety of individuals and groups from diverse backgrounds, including providing high quality customer service
- Participate in internal and external meetings
- Maintain confidential information
- Complete duties related to assigned project/s; adapting to team needs as tasks arise

The primary purpose of the **Assessment Specialist** position is to provide assessments/observations using selected versions of the Environment Rating Scales (ERS) and Classroom Assessment Scoring System (CLASS) assessment tools for early learning programs. Assessment Specialists will conduct and score the assessments/observations and write reports. Assessment Specialists will also provide professional learning and technical assistance (TA) to early learning professionals in Oregon. The Assessment Specialist will be assigned a primary service area but will also be expected to travel statewide to conduct assessments and provide professional learning/TA. This position requires frequent in-state travel, occasional out of state travel, and semi-frequent night and weekend work.

Minimum Qualifications:

- Combination of experience and education equivalent to a Bachelor's degree and 5 years of experience related to the duties of the position
- At least 3 years professional work experience in childhood care and education (birth to age 12) and/or other relevant experience such as home visiting, CCR&R, human/social services, assessment work, or child care licensing
- Ability to become a reliable Assessment Specialist within 6 months of hire and maintain reliability
- Proficient oral and written communication skills
- Ability to take initiative and work independently
- Ability to be flexible and adapt to changes and emergent needs

- Ability to communicate with a wide variety of individuals and groups, including work team, providers, program personnel, and administrators from diverse backgrounds

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

Required Application materials (PDF only):

1. WOU Employment Application form [available here](#)
2. Cover Letter that addresses each qualification of the position.
3. Resume

Application materials:

Three professional references will be requested from finalist applicants. An Education Check will be completed for finalist applicants applying for positions that have specific education requirements.

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

Background Check:

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

Other Information:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state and local laws.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.