



Interim Coordinator, Leadership and Operations

Recruitment #: S2229
Review Date: Immediate review | Open until filled
Department: University Housing
Annual Salary Rate: \$38,460 - \$42,420

Job Summary:

The **Interim Coordinator, Leadership and Operations** is responsible for leadership development and operational components of University Housing. The position advises the Residence Hall Association Executive Board, General Assembly and the National Residence Hall Honorary. They will provide leadership development for residence hall students and meet regularly with Advising Resident Assistants. Additionally, this position will manage the staff and operation of the Residential Service Center, including working with Campus Mail Services and Housing Lock shop partners. They will also support summer conferences through staff supervision and coordination. This position will serve in the on-call rotation and is required to live on campus in an apartment provided by University Housing.

Minimum Qualifications:

- Bachelor's degree by start date of position
- Minimum of one-year professional experience or equivalent education
- Minimum one-year experience advising student groups – either at the paraprofessional or professional level

[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

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/>

Application materials:

Three professional references will be requested from finalist applicants.

Background Check:

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

Education Check:

An education check will be done as a condition of employment for positions with higher educational degree requirements.

Equal Opportunity Employment:

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.