

Education Advisor

Recruitment #:	S2232
Review Date:	Immediate review Open until filled
Department:	Division of Education and Leadership
Annual Salary Rate:	\$40,008 - \$42,000 [CBA Article 16: Salary Range]

Job Summary:

The **Education Advisor** serves the Division of Education and Leadership and current and future education majors by providing initial information about program requirements, including coursework, experiences, and dispositions necessary to become an effective educator. The Education Advisor works as a team member with other education advisors, the academic programs in the division of Education and Leadership, and within the structures of the College of Education. The Education Advisor will also collaborate and coordinate support and services with community college partners to effectively serve future Western education majors currently enrolled at Oregon community colleges.

Women, members of the LGBTQIA+ community, and BIPOC people may be less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best fit for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our qualifications listed.

Minimum Qualifications:

- Bachelor's degree, completed by start of position, in Education or related field.
- Proficient with word processing, spreadsheets, and databases.
- Ability to present information in public settings to faculty, staff, students, parents, and community members.
- Travel to off-site locations, driving your own vehicle.

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

Required Application materials:

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:

Contact information for three professional references will be requested from finalists.

Background/Education Check:

A criminal background and education check will be completed as a condition of employment.

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.

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