

Position Description- Classified

Position Status:

Working Title		Position Number
Office Coordinator		E99607
Classification Title		Classification #
Office Specialist 1		0103
Position Type (FT/PT / Limited Duration)	Regular / Academic Year / Seasonal / Intermittent	FLSA Status
FT	Regular	Non-Exempt
Work Location	Department / Division	
Monmouth- Polk	Behavioral Sciences / CJS	
Reports to	Reports to Position Number	
Behavioral Sciences Division Chair and Criminal Justice Sciences Division Chair	E99670 & E99739	
Incumbent	University ID #	
TBD		

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>This position will serve as Office Coordinator for both Criminal Justice Sciences Division and Behavioral Sciences Division, which are housed within the College of Liberal Arts and Sciences.</p> <p>Criminal Justice is a Division with 19 faculty offering a master's program in Criminal Justice, majors, minors and/or certificates in Criminal Justice, Homeland Security and Community Preparedness, Youth Crime Studies, Cybercrime Investigation & Enforcement, and Forensic Anthropology. It delivers its programs through online and face-to-face modalities with classes being offered at the Monmouth campus, and all students engage in a significant off-campus practicum experience. Through its work, the division leads the university in expanding access and linking education to the workforce.</p> <p>The Behavioral Sciences Division includes two departments, Psychological Sciences and Gerontology and includes 19 faculty. The Behavioral Sciences Division offers students preparation for professional careers and graduate study; prepares students at the Bachelor's and Master's levels; offers preparation for further study in psychology and gerontology and provides service to all students as a resource in their liberal education.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>Provide administrative support to Division Chairs, Department Heads, the APA, faculty and students within the Divisions of Criminal Justice Sciences and Behavioral Sciences. The position will be the point of first contact for students, administration, alumni and the community, and will support the work of the Divisions through technology and the promotion of programs, management of the office and student workers, and providing other support to the Division Chairs as needed.</p>

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
25%	<p>Technology/Program Promotion: (EF)</p> <ul style="list-style-type: none"> • Designs, produces, and distributes all advertising for speakers, workshops, and class announcements. • Maintains Canvas revolving announcements. • Maintains Behavioral Sciences Division and Criminal Justice Sciences Division websites. Develops new webpages as needed. Works with faculty to ensure websites are up to date. Consults with Marcom to maintain WOU logo style and standardization. • Maintains all social media accounts. Collect information from faculty and regularly posts to Facebook and other social media sites. • Designs and produces brochures for the Divisions. Designs professional quality materials such as posters with degree requirements for departments and event programs for student clubs. • Works directly with Computing Services to determine division and faculty computer needs and coordinates all equipment installation in the Behavioral Sciences & Criminal Justice faculty offices. Ensures office set up for new TT and NTT faculty.
40%	<p>Assisting Faculty & Students: (EF)</p> <ul style="list-style-type: none"> • Monitors faculty schedules. Maintains and posts a listing of regular term and finals week student consultation hours (i.e., office hours) for all faculty. • Serves as liaison between Divisions and all other university offices, students, and faculty. • Assists students with scheduling needs. Works with faculty and registrar’s office to facilitate timely enrollment for distance students. • Tracks faculty attendance at PACK Welcome events and ensures materials are updated and restocked before each event. • Assists with the student organizations (Criminal Justice Club, WOUPSA/WOUGSA and honor societies Psi Chi and Sigma Phi Omega). Works closely with club officers and faculty sponsors to advertise events, coordinate admission to the honor societies, secure locations for meetings and events, process reimbursement forms. Helps coordinate the annual Behavioral Sciences Year End Awards Ceremony, Gerontology Careers in Aging, Criminal Justice Careers Day. • Coordinates various student application processes (Practicum, Club & Society Membership) • Coordinates faculty and student room reservations for nonacademic activities including workshops, presentations, and campus wide events. Schedules impromptu study sessions for faculty and teaching assistants. • Proctors’ classes in instructors’ absences. Proctors’ individual student make-up exams. • Works with faculty to make photocopies of course materials and tests. Prepares, scans and sends book chapters and articles to faculty as requested.
35%	<p>General Office: (EF)</p> <ul style="list-style-type: none"> • Each week this position will staff the Criminal Justice Sciences Division Office three half days. The rest of the week will be in the Behavioral Sciences Division Office.

	<ul style="list-style-type: none"> ● Manages inventory of office equipment, computers, printers, and copiers. Determines what needs to be replaced, relocated or PDRd. ● Manages inventory of office supplies for both divisions. Communicates purchasing needs to Division APA. ● Receives, processes, and sends mail. ● Posts term schedules and faculty contact information on division bulletin boards. ● Requests and oversees work orders for repairs and renovations to third floor Todd Hall and second floor of Maaske Hall (i.e., painting, lighting, signage). Consults with Human Resources and Facilities Services for new equipment installation. Adheres to policies and procedures of the University. ● Works with Fire Marshall and Campus Public Safety, to coordinate third floor Todd Hall and second floor Maaske Hall inspections. Works with Division Chairs, faculty, and physical plant to remedy any problems. ● Works with Campus Public Safety, Division Chairs, and building managers to maintain an up-to-date emergency plan for third floor Todd Hall, second floor of Maaske Hall, and maintains a list of emergency contacts for all faculty. ● Additional projects within position description as assigned by Division Chairs, faculty, and Division APA.
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Working Conditions:

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.
This position requires the ability to work effectively with multiple program directors (Department Heads, Division Chairs, Administrative Assistant to the Dean, and Committee Chairs). The position requires the ability to translate broad directives into discrete tasks, to balance conflicting demands on time, to allocate resources based on priorities, and to implement and monitor procedures to meet those priorities. Requires familiarity with and the ability to use numerous computer hardware and software systems daily in an office environment providing services for faculty and students in higher education. Involves extensive interpersonal contact with students, academic and administrative personnel, and the general public in person, by telephone, fax machine, e-mail, and through letters and memorandums. Requires a high level of attention to detail and the ability to maintain precision despite regular interruptions.

Guidelines:

List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.
<ol style="list-style-type: none"> 1. State employment regulations, manuals or desk procedures 2. WOU and Divisional academic and administrative policies 3. Desk, FIS and SIS Banner manuals and procedures 4. Criminal Justice Sciences Division by-laws 5. Federal Work Study guidelines for student employees 6. Oregon Administrative Rules 7. Faculty and SEIU Collective Bargaining Agreements 8. MSDS – Materials Safety Information 9. Faculty and Student handbooks

10. WOU Catalog
 11. Graduate Assistantship Policies & Procedures

How are these guidelines used to perform the job?
 To conform WOU established policies and procedures. To remain in compliance with federal and state laws; to use as guidelines for record retention; to conform to WOU-established policies and procedures.

Work Contacts:

Who contacted	How (email / phone / etc.)	Purpose	How often?
Students	In person/phone/electronic/print	Administrative/advising	Daily
Faculty	In person/phone/electronic/print	Administrative/advising	Daily
Division Chair	In person/phone/electronic/print	Administrative/advising	Daily
Department Heads	In person/phone/electronic/print	Administrative/advising	Daily
Campus Personnel	In person/phone/electronic/print	Administrative/advising	Daily
Other State Agencies	In person/phone/electronic/print	Administrative/advising	Weekly
General Public	In person/phone/electronic/print	Administrative/advising	Daily
Student Clubs	In person/phone/electronic/print	Administrative/advising	Weekly
Community Colleges	Phone/electronic/print	Administrative/advising	Weekly
Vendors	In person/phone/electronic/print	Administrative	Weekly

Job Related Decision Making:

Describe the kinds of decisions likely to be made by this position. Indicate the effect of these decisions where possible.
 This position does not make policy decisions.

Review of work:

Who reviews the work of this position? (List classification title and position number). How often? Purpose of the review?
 Criminal Justice Science Division Chair and Behavioral Sciences Division Chair will conduct a six-month initial review with an annual review following that to discuss job performance, goals and any additional support needed from employees.

Additional Job-Related Information:

Any other comments that would add to an understanding of this position
 N/A

Special Requirements / Preferred Qualifications
 The successful candidate must have:

- Excellent customer service skills and the ability to work cooperatively with others.
- Strong written and spoken communications skills are required and the ability to provide accurate program information to current and prospective students.
- Familiarity with and the ability to use numerous computer programs, especially Word and Excel; preference given to candidates with website program experience.

Budget Authority: If this position has authority to commit agency operating money, indicate in what area, how much (annually) and type of funds:
N/A

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority (Human Resources)	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. C0104)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		