

Admissions Slate Analyst

Recruitment #:	S2242
Review Date:	Immediate review Open until filled
Department:	University Computing Solutions
Salary Rate:	\$3,429 - \$6,356 [Comp. Level]

Position Summary:

The **Admissions Slate Analyst** will innovate and automate technology in the Admissions department. This position would be responsible for the streamlining, support and integration of the online application (in Slate). The CRM (Slate) could be integrated into other WOU systems for improved communication and support for students. Other areas could include application analytics and managing the Admissions Social Media presence (including, but not limited to, Admissions website maintenance).

Women, members of the LGBTQIA+ community, individuals experiencing disability, and BIPOC people may be less likely to apply for jobs unless they meet every one of the preferred qualifications listed. We are most interested in finding the best fit for the job. We would encourage you to apply, even if you don't meet every one of our qualifications listed.

Minimum Requirements:

- A high degree of initiative.
- Ability to self-manage and be responsible for driving Admissions to the leading edge of technology.
- Self-motivated.
- Bachelor Degree or 4 years of experience in programming (programming experience must include expert knowledge in one or more of the following technologies: Slate, HTML, PLSQL, JavaScript, XML, Oracle, JSON, WordPress)
- Experience in training individuals on end user reporting tools.
- Experience putting together training manuals.
- Excellent people skills.
- This position is critical to the day-to-day operations of Admissions. A regular schedule is necessary to ensure that this position is consistently on campus and available to Admissions staff to provide a high level of support. In addition, this position is occasionally required to work after hours (Move-in day, SOAR days, system upgrades).

Preferred Qualifications:

- Bachelor of Science in Computer or Information Science or related field.
- Experience with HTML, Slate or other CRM, JSON, API's, Oracle, PL/SQL, XML and JavaScript strongly desired, but not required.
- WordPress
- Understands Admissions workflow and processes.

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

Application materials:

1. WOU Employment Application form [available here](#) - classified

2. Resume/CV

Application materials:

Contact information for three professional references will be requested from finalists. Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Background/Education Check:

A criminal background check will be completed as a condition of employment; an education check will be processed for positions requiring a formal degree or certificate as a minimum requirement.

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/>

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.