



Coordinator of New Student & Family Programs

Recruitment #:	S2241
Review Date:	Priority Review begins 5/31/22 Open until filled
Department:	Student Affairs/New Student & Family Programs
Annual Salary Rate:	\$43,087 - \$50,680

Position Summary:

The purpose of this position is to support our main Fall Orientation programs, Destination Western and PACK Welcome Week. Additionally, this position will work with the Director on implementing Quarterly Orientations and supporting new department initiatives. The department of New Student & Family Programs provides a variety of programs and services for our incoming students and their families. Our main events include PACK Connect Days, Destination Western, and PACK Welcome Week, with each program striving to be inclusive and welcoming to a diverse population of new students and their families. Our office serves all incoming students, and supports each admitted student as a new student. This position is funded under a one-year grant agreement: future employment beyond the first year is dependent on secured funding.

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:

- Bachelor's degree by start date (anticipated July 1, 2022)
- Excellent customer service skills
- Event Planning experience
- Experience working with diverse populations and a demonstrated commitment to social justice
- Excellent written and verbal communication skills
- Demonstrated use of problem solving and organizational skills

Preferred Experience:

- Work with orientation or transition programs
- Bilingual, especially in Spanish or American Sign Language
- Knowledge of theory /practices for successful transition of families/students to a college setting
- Graphic and Website Design Experience
- Ability to form and maintain effective relationships with other personnel on campus to help students transition to WOU their first term and beyond
- General knowledge about the college transition process

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

Application materials:

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