



Project Setup Coordinator

Recruitment #:	S2247
Review Date:	Immediate review Open until filled
Department:	Facilities Services
Salary Rate:	\$2636 - \$3650 [10 step range]

Position Summary:

The Project Setup Coordinator position is responsible for coordinating special event setups, meeting and workshop setups, and other activities that support the University mission. Additionally, this position is responsible for office and furniture moves. This position also assists in moving items for PDR and may use moving dollies, van, cart, trucks, forklift, and other equipment as needed. The Project Setup Coordinator will assist Trades as needed with basic carpentry and other activities requiring sustained physical effort, and will participate in landscape and campus maintenance as needed including power washing, hedge trimming and other basic skills.

Women, BIPOC people, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if you don't meet every one of our qualifications listed. We are most interested in finding the best fit for the job.

Minimum Requirements:

- Requires physical abilities to perform sustained arduous tasks under adverse weather conditions.
- Must work in below grade utility tunnel systems.
- Must be able to access rooftops, and work from elevated platforms up to 75 feet high.
- Must be able to climb stairs, set ladders and scaffolding.
- Must be able to lift 75 pounds without assistance.
- Must be able to work in dusty, humid, hot, work environments.
- Must be able to perform duties while using a respirator and/or protective equipment.
- Must be willing to work weekends, holidays, and evening shifts.
- Must be available for emergency callbacks and overtime upon request
- This position is part of a Facilities Services after hour's response team and will be contacted periodically on off hours to come in for campus service/repairs.

[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. Cover Letter that addresses each qualification of the position.
3. Resume

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 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.