

Educational Advisor

Recruitment #:	S2252
Review Date:	Immediate review Open until filled
Department:	Student Enrichment Program
Annual Salary Rate:	Starting at \$42,500

Position Summary:

The Educational Advisor position will advise students regarding their life, career, and educational goals within the Student Enrichment Program (SEP), a federally funded TRIO program. They will help students with academic planning, exploring majors and interests, identifying obstacles to their success, and referring to on and off campus support and resources. The Educational Advisor must be able to effectively work with first-generation, low income, and underrepresented students, skilled in addressing the needs of re-entry students, students in crisis, and students experiencing academic difficulty. The Educational Advisor must exhibit cultural humility and agility, with the ability and commitment to work with students and colleagues from diverse backgrounds.

Minimum Requirements:

- Bachelor's Degree.
- Demonstrated experience or training in social justice or diversity within the last five years.
- Familiarity with information technology, including Microsoft Office and other web applications.
- Excellent written and verbal communication skills.
- Demonstrated use of advanced problem-solving skills.
- Occasional weekend and evening hours will be required.

Preferred Qualifications:

- Master's degree or higher in an area appropriate to higher education administration
- Bilingual, especially Spanish or American Sign Language
- Professional experience working in an advising, student success, or retention role within higher education.
- Familiarity with Banner SIS/DegreeWorks.

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

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact 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

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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.