



Executive Assistant/Coordinator, Diversity, Equity & Inclusion Office

Recruitment #:	S2256
Review Date:	Immediate review Open until filled
Department:	Diversity, Equity & Inclusion Office
Annual Salary Rate:	\$50,932 - \$59,921

Position Summary:

The purpose of this position will support the new Diversity, Equity and Inclusion (DEI) Office in university wide initiatives. This position reports to and supports the Executive Director of DEI, and will work with them on implementing year-round programming, professional development, and university and community initiatives. As a new department, the Diversity Action Plan will be utilized as a guide to begin to develop strategic initiatives and programming to advance WOU's commitment to DEI, including but not limited to, training and professional development, equity audits, cultural and identity-based celebrations, university and greater community outreach, etc. This position will assist in the documentation of cultural competency efforts in accordance with [Oregon House Bill 2864](#) (2017). This position will greet and interact with individuals working with the Title IX Coordinator and is expected to maintain confidentiality at all times. The DEI office serves the entire university community, with an emphasis on equity and inclusion for historically excluded and exploited populations.

Minimum Requirements:

- Bachelor's Degree
- Two years of professional experience (preferred in higher education, nonprofit organization, or related organization)
- Evidence of customer and/or student service skills
- Evidence of excellent communication skills
- Experience working with diverse populations and a demonstrated commitment to social justice

[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, or how your experience is equivalent/transferable to the qualifications of the position
3. Resume/CV
4. Diversity Statement (see below)
 - a. Please review the [Board statement](#) and address the following:
 - i. Western Oregon University (WOU) is committed to increasing diversity, equity, and inclusion.

The Board of Trustees Statement on Diversity, Inclusion, Equity, and Accessibility was updated on April 21, 2021.

1. How have you demonstrated a commitment to diversity, equity, inclusion, and accessibility in previous work, volunteer and/or educational experience?
2. Explain how you see yourself contributing to WOU's diversity, equity, inclusion and accessibility work. How would you demonstrate a commitment to this work across the university community, that values all individuals and respects differences in regard to race, ethnicity, age, gender identity and expression, sexual orientation, religion, disability, socio-economic circumstance, etc.?

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.