



Project Support Specialist (Child Care Substitutes of Oregon)

Recruitment #:	S2260
Review Date:	Immediate review Open until filled
Department:	The Research Institute
Annual Salary Rate:	\$46,000 - \$50,000

Position Summary:

Project Support Specialist

Project Support Specialists participate as members of a collaborative team working on a variety of projects within the TRI's Center on Early Learning and Youth Development (CELYD). Project Support Specialists provide a continuum of services and products across the early learning system in Oregon. CELYD engages in Early Learning and/or Youth Development at the state level which requires a specialized knowledge and skills as well as an ability to navigate change, emergent needs and the expectations of system work. Project Support Specialists are essential to their project team as well as CELYD as they provide a variety of administrative support, data cleanup tasks, scheduling and facilitation, and overall team support as needs arise.

TRI staff are expected to engage in continual learning in anti-racism, equity, diversity, inclusion and outreach in order to cultivate equitable practices across all aspects of position duties and participate and engage in efforts to further develop and implement the center, projects and university's equity work and goals.

Bilingual staff may be asked to use both languages across all duties and activities as needed. Bilingual staff will provide translation and interpretation in a culturally responsive manner as needed for this position.

Child Care Substitutes of Oregon (CCSO) Project Support Specialist

Child Care Substitutes of Oregon Project Support Specialists will support the design and development of Oregon's new statewide substitute child care system, Child Care Substitutes of Oregon. Child Care Substitutes of Oregon Project Support Specialists will assist in problem solving, scheduling, and overall substitute system team support.

- Work collaboratively in a team environment.
- Gain and maintain a working knowledge of Oregon's early learning system and initiatives and gaining knowledge and applying learned skills to interrupt systemic oppression
- Effectively communicate with a wide variety of individuals and groups from diverse backgrounds, including providing high quality customer service
- Participate in internal and external meetings
- Maintain confidential information
- Complete duties related to assigned project/s; adapting to team needs as tasks arise

Due to the nature of this program, occasional in-state evening/weekend travel may be required.

Minimum Requirements:

- Demonstrated proficiency in using computer software (Microsoft Office, Google Suite, etc.)

- Strong interpersonal communication skills
- Ability to communicate and interact with partners and team from diverse backgrounds
- Strong organizational skills, attention to detail, and ability to manage a variety of tasks
- Ability to be flexible and adapt to changes and emergent needs
- Ability to manage a variety of tasks and produce high quality work under tight deadlines
- Ability to apply system thinking and attention to detail
- Ability to work independently and as a member of a team
- Commitment to actively participating in and supporting CEYLD's anti-racism goals and practices

Preferred Qualifications:

- Proficient oral and written communication skills in Spanish, Russian, Chinese or Vietnamese
- Early childhood or related field work experience
- Experience working in an office environment
- AA, AS, BA, or BS degree
- Experience working with database systems
- Office management expertise
- Experience with translation and/or interpretation
- Bicultural or multicultural

[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.

Required Application materials:

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

Additional 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.