Executive Assistant/Coordinator
to Vice President for Finance & Administration

Recruitment #: S2264
Review Date: Immediate review | Open until filled
Department: Finance & Administration
Annual Salary Rate: $51,000 - $53,000

Position Summary:
The purpose of this position is to support the Vice President for Finance & Administration in order to meet the division’s goals. The Executive Assistant/Coordinator will provide administrative support to University Budget & Advisory Committee (UBAC), Board of Trustees Finance & Administration Committee, Tuition & Fee Advisory Committee (TEAC), provide ongoing assistance and maintain the department website and Coordinate professional development for the division. The division of finance and administration provides fiscal leadership that ensures the responsible and strategic use of WOU’s financial and physical assets in order to maintain a safe and comfortable environment for students, faculty, and staff.

Minimum Requirements:
● Three years of experience in an office environment
● Demonstrated ability to deal with confidential matters using extreme discretion; excellent interpersonal and communication skills (both written and verbal)
● Effective time management and ability to meet deadlines in a timely manner
● Ability to work independently with efficiency
● Ability to manage multiple projects at one time
● Excellent computer skills with proficiency in Microsoft Suite.

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

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/](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[at]wou.edu and we will work with you to meet your accessibility needs.