



## Administrative Assistant, Study Abroad & Salem Campus (Limited Duration)

<b>Recruitment #:</b>	S2269
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	WOU: Salem / Center for Professional Pathways
<b>Salary Rate:</b>	\$2807 - \$4107 <a href="#">[10 step range]</a>

### Position Summary:

The Administrative Assistant position will provide a range of office, clerical, and administrative support for the WOU: Salem site and for the Study Abroad program. This role assists with the tracking of student records throughout the application process for Study Abroad, handles paperwork and makes arrangements with campus departments. This role assists with the budget, purchasing and invoicing, and maintains a study abroad database.

At WOU: Salem, this position will assist in the daily management of student workers, greet students and visitors, and attend to a variety of building needs.

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

### Minimum Requirements:

- Strong organizational skills and attention to detail
- Customer service and interpersonal skills
- Comfort with learning new technology, including software and classroom technology
- Ability to work independently and provide supervision to student employees
- Availability to work evenings and Saturdays
- Ability to lift up to 20 lbs.

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](#) - classified
2. Cover Letter that addresses each qualification of the position.
3. Resume

### Additional Application information:

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](mailto:employment@wou.edu) and we will work with you to meet your accessibility needs.