

Administrative Program Specialist

Recruitment #:	S2273
Review Date:	Immediate review Open until filled
Department:	Student Engagement and New Student & Family Programs/Student Affairs
Salary Rate:	\$3279 - \$4956 [<u>10 step range</u>]

Position Summary:

The Administrative Program Specialist is responsible for tracking, managing, overseeing, advising, auditing and administering the budgeting, purchasing, and reconciliation of financial operations within the Student Engagement department and New Student & Family Programs using a variety of reports and software programs for the New Student and Family Program grant, Banner FIS/SIS, account payable practices, etc. This also includes the tracking, payment and auditing of personal services contracts, leases, and RFP's.

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

Minimum Requirements:

- Excellent customer service skills and an ability to work with a diverse population are highly desirable.
- Position must be able to operate with a high degree of independence and work with students who may fail to plan ahead or understand WOU financial procedures.
- Ability to utilize campus computer network system (BANNER-FIS/SIS) to perform essential job functions and ability to organize work effectively and a working knowledge/skill in the operation of a personal computer for word processing, and spreadsheet software and department software programs (Word, Excel, FIS/SIS/HRIS, Astra, Access, Google Suite programs, Presence, MyMajors, Slate).
- Experience working with budgets, projections and reconciling accounts is vital.
- Previous work in a higher education setting is desirable.

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 and we will work with you to meet your accessibility needs.