

Assistant Director

Recruitment #:	S2263
Review Date:	Immediate review Open until filled
Department:	Academic Affairs/Student Enrichment Program
Annual Salary Rate:	\$52,000-\$59,000

Position Summary:

The Assistant Director will serve as the primary advisor to approximately 30 active program participants. This individual will meet with students on a regular basis to monitor, motivate, provide counsel, and support the participant's academic, career, personal, financial, social and cultural needs. In collaboration with the director and other staff members, this position will facilitate and promote the delivery of services in collaboration with Student Success and Advising, Writing Center, Office of Disability Services, Multicultural Student Services and Programs and other university student services and academic units. This position will also facilitate and promote seminars, workshops, and educational presentations for all participants. The Assistant Director will be required to document the time spent with each participant and the nature of each contact session.

Minimum Requirements:

- Master's degree in Education, Counseling, Student Affairs, or related field **OR** Bachelor's degree with 7+ years of professional advising of college students, especially those eligible for TRIO programs
- A minimum of three years of professional experience and demonstrated ability in successfully working with diverse student populations: (i.e. traditionally underrepresented groups, students with disabilities, and/or students who possess diverse academic, economic, and cultural needs.) in an educational setting.
- Flexibility to work occasional weekend and evening hours will be required.

[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
4. Diversity Statement
 - a. Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and
 - b. Respond to the following [Diversity questions](#) (include your full name)

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.