

## Program Coordinator \* INTERNAL SEARCH ONLY\*

**Recruitment #:** S2282  
**Review Date:** Immediate review | Closing on 9/21/22 at 5pm PST  
**Department:** Student Enrichment Program  
**Monthly Salary Rate:** \$3,022 - \$4,507 [[10 Step Range](#)]

### Position Summary:

The Program Coordinator provides principal program support. They are responsible for processes compliant with federal legislation and regulation. They provide administration and record processing (both fiscal and participant records). They have near-exclusive control of the participant database and the process to create and submit reporting to the US Department of Education as part of the administration of a Federal TRIO-SSS Grant. They hire and supervise a student staff responsible for office support and receptionist functions. They may be called upon to present SEP services in a public setting. They may be called upon to provide budget maintenance, records maintenance and reporting, receptionist duties, and general office support tasks. Critical duties include the collection, creation, and submission of the TRIO-SSS Annual Report Data to the US Department of Education. Individual projects include social and recognition programs. The Program Coordinator is essential to the Student Enrichment Program, which provides services to eligible students at Western Oregon University.

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

### Minimum Requirements:

- Three years of office experience which included two years at full performance level and experience generating documents; **and**
- Lead work responsibility or coordination of office procedures.
- Excellent interpersonal skills and the ability to gather, organize, and analyze data
- Experience and an excellent understanding of computer software which includes Google Suite, MS Word, Excel, Publisher or other desktop publishing, Banner applications, as well as a proprietary TRIO student database (Compansol Blumen).

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:** You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)

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.