



Associate Director, Academic Support Services

Recruitment #:	S2288
Review Date:	Immediate review Open until filled
Department:	Student Success & Advising
Salary Rate:	\$55,975 - \$65,853

Position Summary:

Reporting to the Director of Student Success & Advising, the primary responsibility of the **Associate Director** is to implement, coordinate, and assess academic support programs at WOU. The Associate Director is responsible for the planning, organizing, implementing, staffing, budgeting and reporting requirements for academic support programs. Specifically, the Associate Director will oversee general subject tutoring, supplemental instruction, academic coaching, early academic interventions, and other future academic support programs. The Associate Director will develop and manage the academic support programs budget and supervise two or more academic success advisors, and serve as a member of the SSA leadership team.

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

Minimum Requirements:

- Master's Degree
- Minimum 3 years working in advising and/or academic support or a related field, with progressive responsibilities.
- Minimum 1-year experience supervising professional staff.
- Demonstrated ability to implement and assess programs for continuous improvement
- Ability to work occasional weekend and evening hours, as needed.

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

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position.
3. Resume/CV
4. Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following [Diversity questions](#)

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. Education checks are 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.