

Administrative Program Assistant, WOU: Salem & Organizational Leadership

Recruitment #:	S2293
Review Date:	Immediate review Open until filled
Department:	Academic Affairs
Salary Rate:	\$3022-\$4507 [Steps]

Position Summary:

This position is the primary staff support for WOU: Salem, WOU's expansion into its downtown Salem location in the Vick Building to serve working adult students with relevant and accessible academic programs. Duties include administrative coordination of activities in the Vick Building and support of academic programs including the MA in Organizational Leadership and undergraduate degree completion programs housed in Salem.

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

Required Qualifications:

- Three years of office experience which includes two years at full performance level and experience generating documents.
- Lead work responsibility or coordination of office procedures.
- Proficiency in Excel and/or Google Sheets.

Preferred Qualifications:

- Experience using Banner.
- Experience working directly with faculty and students.
- Familiarity with the range of student supports and services at Western Oregon University.
- A Bachelor's degree OR a minimum of five years of experience coordinating facilities, scheduling, purchasing and payroll for a large and/or complex program OR an equivalent combination of postsecondary course work and experience.

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](#) - classified
2. Cover Letter that addresses your qualifications for the position.
3. Resume/CV

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.

Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.