



Project Support Specialist

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| Recruitment #: | S2297 |
| Review Date: | Immediate review Open until filled |
| Department: | TPSSS & OIED |
| Salary Rate: | \$2807 - \$4107 [SalarySteps] |

Position Summary:

The Project Support Specialist provides program support to both Teacher Prep Student Support Services (TPSSS) and the Office of International Education and Development (OIED).

For TPSSS, they are responsible for processes compliant with federal legislation and regulation. They provide administration and record processing (both fiscal and participant records). They use the participant database to create reports for the Project Director to submit to the US Department of Education as part of the administration of a Federal TRIO-SSS Grant.

For OIED, they are responsible for general administrative office support and collaborate with the department director in office management, application of administrative rules and policies, records management, reimbursements, and scheduling.

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

Minimum Requirements:

- Two years of general clerical experience, one year of which included typing, word processing, or other experience generating documents; OR
- An Associate's degree; OR
- Graduation from a private school of business with a certificate AND one year of general clerical experience.

Preferred Qualifications:

- Excellent interpersonal skills
- The ability to gather, organize, and analyze data.

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.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

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

Additional Application information:

Contact information for three professional references will be requested from finalists.

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.

Accommodation Requests:

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.