Coordinator, Advising and Virtual Engagement

Recruitment #:   S22100
Review Date: Immediate review | Closing on 1/25/23
Department: Student Engagement
Salary Rate: $39,949 - $46,999

Position Summary:

The Coordinator of Advising and Virtual Engagement supports campus community building and student body engagement through the planning and implementation of virtual and hybrid events and programs, including Summer Heatwave, break programming, and a signature virtual program; supervision of the Graphics Assistant, a student position that supports the graphic design and social media promotion of all Student Engagement activities; and advisement of Student Media (The Western Howl, KWOU, and Northwest Passage) in their efforts to produce quality outlets for new, entertainment, and the expression of diverse ideas and opinions. The Coordinator is responsible for all of the department's virtual platforms, including Presence (student engagement software), website, and social media. The Coordinator also serves on the advising team for ASWOU.

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

Minimum Requirements:
- Bachelor's degree
- Excellent written and oral communication skills
- Proficiency in advising students and developing professional working relationships
- Demonstrated commitment to diversity

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](#) - unclassified/faculty
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[at]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.

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