



## Project Support Specialist, Bilingual (Assessment)

<b>Recruitment #:</b>	S2295
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	The Research Institute
<b>Salary Rate:</b>	\$48,070 - \$52,250

### Position Summary:

#### Project Support Specialist

Project Support Specialists participate as members of a collaborative team working on a variety of projects within the TRI's Center on Early Learning and Youth Development (CELYD). Project Support Specialists provide a continuum of services and products across the early learning system in Oregon. CELYD engages in Early Learning and/or Youth Development at the state level which requires a specialized knowledge and skills as well as an ability to navigate change, emergent needs and the expectations of system work. Project Support Specialists are expected to use culturally responsive, innovative best practices across a variety of duties including; program and process development, systems collaboration, change and alignment, program assessment and observation, system communications, leadership and facilitation, and training and technical assistance.

TRI staff are expected to engage in continual learning in anti-racism, equity, diversity, inclusion and outreach in order to cultivate equitable practices across all aspects of position duties and participate and engage in efforts to further develop and implement the center, projects and university's equity work and goals.

Bilingual staff may be asked to use both languages across all duties and activities as needed. Bilingual staff will provide translation in a culturally responsive manner as needed for this position.

Work collaboratively in a team environment. Facilitate, participate in and contribute to project meetings, seminars, workshops and other gatherings as needed.

- Provide ongoing administrative and communication support
- Participate in team meetings on both the project teams and the CELYD team
- Effectively communicate with a wide variety of individuals and groups from diverse backgrounds, including providing high quality customer service
- Participate in internal and external meetings
- Maintain confidential information
- Complete duties related to assigned project/s; adapting to team needs as tasks arise

#### Bilingual Assessment Support Specialist

The primary purpose of this position is to assist the Assessment Coordinator (s) and Observation and Assessment Specialists by providing project scheduling and related coordination support, including customer service. Administrative support will include tracking Assessor and observer reliability, ordering assessment materials, and providing project coordination support as needed. This position cultivates equitable practices across all aspects of position duties and participates and engages in efforts to further develop and implement CELYD's equity work plan and goals.

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

**Minimum Requirements:**

- Proficient oral and written communication skills in English & Spanish
- Demonstrated proficiency in using computer software (example: Microsoft Word/Excel software, Google suite, etc).
- Strong interpersonal communication skills
- Ability to communicate effectively and interact with partners and team from diverse backgrounds
- Strong organizational skills, attention to detail, and ability to manage a variety of tasks
- Ability to be flexible and adapt to changes and emergent needs
- Ability to take direction and work independently
- Demonstrated problem-solving and reasoning skills
- Commitment to actively participate in and support CELYD's anti-racism goals and practices

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](http://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](mailto: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.**