

Program and Facilities Coordinator

Recruitment #:	S2298
Review Date:	Immediate review Open until filled
Department:	Creative Arts Division
Salary Rate:	\$46,206 - \$54,361

Position Summary:

The Program and Facility Coordinator position supports the academic mission of the Division of Creative Arts by assisting with monitoring, auditing and/ or directing activities within the Creative Arts division and by conducting administrative projects requiring research, analysis, evaluation and interpretation. Key functions include management of the CAD office; supervision of office support staff in Music, Art and Theatre/Dance; schedule CAD facilities (e.g., classrooms, studios, performance spaces); interpret and apply laws, policies/procedures; manage complex student fee and service and supply budgets; originate diverse and complex personnel and payroll actions; budget analysis, budget control and data collection/retention for reporting, budget building, and course scheduling for the CAD division. The role manages the theatre/dance box office and front of house, including about a dozen student workers. Provides assistance on projects as requested by the Administrative Assistant to the Dean of the College of Liberal Arts and Sciences.

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

Minimum Requirements:

- Degree in the Creative Arts or a related field from an accredited college or university, or experience within the Creative Arts is required
- Must have experience managing budgets, office management and staff supervision
- Must have working knowledge of databases (e.g., how to build a database; how to input and extract information)
- Demonstrated experience working calmly and effectively amidst frequent interruptions and competing priorities and needs
- Experience with Adobe In Design is preferred

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/CV

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.