

## Position Description - Unclassified

### Position Status:

Position Title		Position Number
Project Support Specialist, Bilingual Spanish (CCR&R)		E80059
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	FLSA
12 mos.	07/01/22-06/30/23	Exempt
Position Type	Regular/Short-Term	
Full-Time	Regular	
Work Location	Department/Division	
Remote option with approval	The Research Institute	
Reports to	Reports to Position Number	
Director, Center on Early Learning and Youth Development	E80014	
Incumbent	University ID #	
TBD		

### Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>The Research Institute (TRI) houses two Centers focused on informing and facilitating change in educational and human service systems to improve the quality of life for all individuals. Funded through external grants and contracts, the Centers conduct programs of research, develop evidence-based interventions that are provided through technical assistance and professional development, and increase system capacity to effect change. TRI was established in 1961 at WOU and has research partnerships throughout Oregon and the nation. TRI is committed to promoting and supporting an environment which values and affirms equal opportunity, diversity, and inclusive practices. TRI is committed to creating a safe environment to have dialogue with our co-workers, partners and those who receive our services about how to best address the implicit bias that exists. TRI is committed to creating an anti-racist workplace that is fully inclusive by disrupting systemic racism and dismantling barriers for people of color in the workplace.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p><b>Project Support Specialist:</b>          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.</p> <p>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.</p> <p>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.</p>



- 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

**Position Information and Qualifications:**

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
30%	<ul style="list-style-type: none"> <li>• Assist Central Coordination Coordinator in fulfilling project requirements</li> </ul>
25%	<ul style="list-style-type: none"> <li>• Schedule trainings, and maintain TA logs</li> </ul>
10%	<ul style="list-style-type: none"> <li>• Provide customer service in English &amp; Spanish and assist with translation</li> </ul>
10%	<ul style="list-style-type: none"> <li>• Participate in and take notes for project meetings</li> </ul>
10%	<ul style="list-style-type: none"> <li>• Assist with the development of forms, policies, communication, and procedures</li> </ul>
10%	<ul style="list-style-type: none"> <li>• Assist with annual CELYD conference planning</li> </ul>
5%	<ul style="list-style-type: none"> <li>• Gain and maintain a working knowledge of Oregon’s early learning system and initiatives and gain knowledge and apply learned skills to interrupt systemic oppression</li> </ul>
As needed	<ul style="list-style-type: none"> <li>• Participate and engage in efforts to further develop and implement CELYD’s equity workplan and goals; other duties as assigned</li> </ul>
	<ul style="list-style-type: none"> <li>• Other duties as assigned</li> </ul>
B. Required Qualifications	



List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- 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

**C. Preferred Qualifications**

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Experience working in scheduling and planning
- AA, AS, BA, or BS degree
- Experience coordinating meetings and conferences
- Proficient oral and written communication skills in Spanish, Russian, Chinese or Vietnamese
- Bicultural/Multicultural
- Experience with Spanish Speaking communities
- Experience in early learning, social services, non-profits or related field
- Early Learning System experience or expertise
- Early childhood program assessment understanding or willingness to learn

**D. Knowledge Areas**

- Knowledge of the use of common computer-based technology such as, Microsoft Office, Google Suite, web-based meeting software, databases, etc.
- Culturally responsive practices
- Fluency in learning and using multiple computer applications

**Budget Authority:**

Indicate the level of the position's responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$0
Delegated authority to monitor budget	\$0
Limited approval authority for purchase	\$0
Purchase only with higher level approval	\$0

**Supervisory Authority:**

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

Hire	Assign Work
Transfer	Recommend salary adjustments
Discipline	Approve requests (i.e. leave)
Dismiss	Respond to complaints/grievances
Layoff	Conduct performance assessments
Promote	Give Direction

**Positions Supervised:**

Type	# of Employees	Total FTE
Teaching faculty	0	0
Classified staff	0	0
Unclassified staff	0	0
Student Employees (average per term)	0	0
Other (specify)	0	0

**Decision Making Authority:**

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

No decision-making authority to formulate, implement, evaluate, approve and/or modify department/university policy, procedures, and/or programs.

**Additional Information:**

List any additional information that would help describe the nature of the position.

All TRI salaried employees are considered exempt from overtime.

This position is contingent upon successful enrollment in the Oregon Department of Education Early Learning Division Central Background Registry (CBR) Specialist must successfully complete the WOU Driver Authorization, and have access to reliable transportation This position is grant funded

This position may require in-state travel, as well as occasional weekend and evening hours

This position is located on Western Oregon University's campus. It is potentially eligible for Western Oregon University's telework agreement

**TRI Mission:**

The Research Institute (TRI) at Western Oregon University improves the quality of life for individuals by facilitating positive change in education, health, and human services systems.

**WOU Diversity and Respect Values:**

Equity and inclusion; a fundamental basis in human diversity; appreciation for the complexity of the world; strength drawn from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression.

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

**HR USE ONLY:**

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		