



Board Secretary & Special Assistant to the President

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| Recruitment #: | S2302 |
| Review Date: | Review begins 2/1/23 Open until filled |
| Department: | Office of the President |
| Salary Rate: | \$70,461 - \$82,895 |

Position Summary:

The Secretary has primary responsibility for supporting the Board through strategic, high-level, and confidential planning and management, in consultation with university leadership and other senior administrators and at the direction of the Board Chair and Vice Chair. The Secretary develops and utilizes long-term, strategic work plans and organizes and implements strategies and other actions to facilitate and coordinate the Board's deliberations, actions, and other activities, including meetings, annual retreats, publications, directories, committee staffing, and orientation of new trustees. The Secretary ensures proper notice of meetings of the Board and its committees, attends all meetings of the Board and its committees, makes and retains custody of the complete and permanent records of all proceedings of the Board and its committees, and maintains and serves as the custodian of policies and standards adopted by the Board and its committees.

The Secretary provides counsel and advice on Board issues to the President and members of the senior administration and serves as the liaison between the Board and the University administration on Board-related policy and procedural matters, governance, and communications pertaining to the Board. Through their decisions and actions, the Secretary directly affects the activities and outcomes of the Board and may also impact the University as a whole.

As Special Assistant to the President, this position will also support the President with special projects and university-wide initiatives. This position will represent and support the President internally and externally in meetings, committees, and phone calls, building relationships with external constituencies. The work of this position requires the ability to effectively multi-task and work independently and as part of a team, often under circumstances requiring discretion and confidentiality.

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

Minimum Requirements:

- A bachelor's degree in public administration or a related field and three years' experience as a professional serving a governing body, CEO, COO, elected official, or other equivalent position.
- Demonstrated expertise in advising a chief executive, senior managers, and governing body, communicating with and advising a variety of committees, constituents, and advocacy groups.
- Demonstrated keen attention to detail and organization and be able to express ideas clearly, concisely, logically and in accurate grammatical written and verbal form.

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
4. Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following [Diversity questions](#)

Additional Application information:

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

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.