

# Study Abroad and Salem Campus Administrative Assistant [OS2]

<b>Recruitment #:</b>	S2303
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	WOU Salem and Center for Professional Pathways
<b>Salary Rate:</b>	\$2,807 - \$4,107 [ <a href="#">Salary Rate Steps</a> ]

## Position Summary:

The Administrative Assistant will provide a wide range of office support, technical, and/or administrative support for WOU:Salem and for the Study Abroad program. The department is looking to fill this position as soon as possible. This position is Limited Duration, with an option for contract renewal in accordance with the fiscal year.

WOU:Salem is part of the Office of Academic Affairs (OAA). The OAA is responsible for planning, implementing, and assessing WOU's academic programs. These programs are central to WOU's mission to create lasting opportunities for student success through transformative education and personalized support. Every WOU student is affected by the work in Academic Affairs. WOU:Salem operates 6 days a week and offers courses in flexible formats and at times and a place convenient for working-adult students. Outside of classes, the facility is increasingly used for events, meetings, and other rental purposes.

Center for Professional Pathways (CPP) (formerly SLCD) focuses on each student's ability to navigate their own unique pathway towards their professional goals and interests. Our office is one of a kind in higher ed, as we combine career development, civic engagement, and study abroad. Students come to Western for their professional future. We strive to give every student access to the tools and strategies that will help them along this exciting and often ambiguous journey during their time here. Aligning with the mission of WOU and Student Affairs, we're committed to equity and social justice as we promote student success.

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

## Minimum Requirements:

- Two years of general clerical experience. One year of which included typing, word processing, or other experience generating documents; **OR**
- An Associate's degree in Office Occupations or Office Technology; **OR**
- Graduation from a private school of business with a Certificate in Office Occupations or Office Technology **and** one year of general clerical experience.
- College courses in Office Occupations or Office Technology will substitute for the required experience on a year-for-year basis.
- Strong organizational skills and attention to detail
- Customer service and interpersonal skills
- Comfort with learning new technology, including software and classroom technology
- Ability to work independently and provide supervision to student employees
- Availability to work evenings and some Saturdays

- Ability to lift up to 20 lbs.

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](#) - classified
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@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.