



Executive Assistant/Coordinator, DEI

Recruitment #:	S2328
Review Date:	Immediate review Open until filled
Department:	Diversity, Equity and Inclusion
Salary Rate:	\$55,000 - \$60,000

Position Summary:

The Executive Assistant/Coordinator has primary responsibility for assisting the office of Diversity, Equity and Inclusion (DEI) through strategic and confidential planning and management. This position reports to and supports the Executive Director of DEI and DEI office staff, and will work with them on implementing year-round programming, professional development, and university and community initiatives. Western Oregon University's (WOU's) Diversity Action Plan will be utilized as a guide to develop strategic initiatives to advance WOU's commitment to DEI, including but not limited to, professional development, equity assessment, policy review, university and greater community outreach, etc.

This position will assist in the documentation of a variety of items, including, but not limited to, cultural competency efforts in accordance with [Oregon House Bill 2864](#) (2017), Title IX compliance, and achieving and then maintaining HSI designation. This position will greet and interact with a variety of individuals and is expected to maintain confidentiality at all times. The DEI office serves the entire university community, with an emphasis on equity and inclusion for historically excluded and exploited populations.

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

Minimum Requirements:

- Bachelor's Degree
- Minimum three years of professional experience in an office environment, providing direct administrative support to at least one individual and/or office
- Evidence of customer and/or student service skills
- Evidence of excellent communication skills
- Proficient in Microsoft Office Suite
- Demonstrated experience working with diverse populations
- Demonstrated experience working in a confidential environment managing sensitive information

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Individuals are encouraged to apply even if they do not meet every one of the preferred qualifications as listed. Women, Black, Indigenous and people of color, veterans, people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position. We are most interested in finding the best person to fulfill this role, and that candidate may be someone with transferable skills and experience.

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.

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: UNTIL JUNE 30, 2023

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.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

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.