



## Instructional Computing Coordinator

**Recruitment #:** S2333  
**Review Date:** Immediate review | Open until filled  
**Department:** Computer Science Division  
**Salary Rate:** \$33,528 - \$64,116 [\[Salary Steps\]](#)

### Position Summary:

The Instructional Computing Coordinator position is to provide technical support and training to staff and students on information technology-based systems used in courses and programs housed within CSD, including network support, database resources, and applications software, and some limited hardware support (e.g. maintaining Raspberry Pis).

This position exists within the Computer Science Division at Western Oregon University (WOU). The Computer Science Division (CSD) employs six tenure/tenure track faculty and 3.5 non-tenure track faculty, with curricular programs in Computer Science, Information Systems and Data Analytics, all of which have a BS, a BAS and a minor. These programs prepare students for a variety of jobs in the technology industry – jobs that are both in-demand and high-paying. In addition to those programs, CSD also offers classes in the general education program to ensure technology literacy for all graduates at WOU in the 21st century.

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

### Minimum Requirements:

- Basic foundation of knowledge and skills of technology and information systems generally obtained through an AA degree in computer science, information systems, educational technology, communications, or related fields, or similar certified course work in applicable fields of study and at least one year of related work experience.

### Preferred Qualifications:

- Experience developing training materials, delivering synchronous (live) or asynchronous training, and/or technical writing.
- Strong communication skills.
- Ability to work in a collaborative and effective manner with students, faculty, and staff.
- Ability to work and communicate effectively with individuals from diverse backgrounds and cultures.

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](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.

**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.

