



## Executive Assistant/National Student Exchange Coordinator

**Recruitment #:** S2336  
**Review Date:** Immediate review | Open until filled  
**Department:** Student Affairs  
**Salary Rate:** \$55,000 - \$62,000

### Position Summary:

The Executive Assistant/National Student Exchange Coordinator position provides administrative and operational support for the business of the Office of the Vice President for Student Affairs (VPSA) and the Division of Student Affairs. The position assists in the development of programs, policies, and services, and in the implementation, delivery, and evaluation of them. This position provides internal and external support to division and campus constituents, provides direct student support service to students, coordinates projects, initiatives, and events, and provides confidential and executive support to the Vice President for Student Affairs and Associate Vice President & Dean of Students. This position requires a flexible schedule, with occasional evening and weekend duties.

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

### Minimum Requirements:

- A Bachelor's Degree
- Two years of experience in program management
- Experience in an office environment and providing administrative support
- Supervision experience (student employees or full-time employees)
- Evidence of interpersonal and communication skills (both written and verbal)
- Or any combination of experience or education equivalent to five years of experience that typically supports the knowledge areas listed.

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](#) - unclassified/faculty
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 (name, position, phone number, email address).

#### **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.**

