Educational Advisor

Recruitment #: S2337
Review Date: Immediate review | Open until filled
Department: Student Enrichment Program
Salary Rate: $43,000 - $47,000

Position Summary:
The Student Enrichment Program provides services and a supportive environment to equip students who are first-generation, low-income, or have documented disabilities with skills to be successful in college. The purpose of this federally funded TRIO Student Support Service is to increase the retention and graduation rates of this student population. The Educational Advisor position will advise students regarding their life, career, and educational goals. They will help students with academic planning, exploring majors and interests, identifying obstacles to their success, and referring to on and off campus support and resources. Must be able to effectively work with first-generation, low income, and underrepresented students. Must be skilled in addressing the needs of re-entry students, students in crisis, and students experiencing academic difficulty. Must exhibit cultural humility and agility, with the ability and commitment to work with students and colleagues from diverse backgrounds.

Click here for the complete position description which includes knowledge areas and preferred qualifications.

Minimum Requirements:
- Bachelor’s Degree
- Demonstrated experience or training in social justice or diversity within the last five years
- Familiarity with information technology, including Microsoft Office and other web applications
- Excellent written and verbal communication skills
- Demonstrated use of advanced problem-solving skills
- Occasional weekend and evening hours will be required

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
**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.

**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/](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[at]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](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.