Coordinator, Leadership and Programs

**Recruitment #:** S2341

**Review Date:** Immediate review | Open until filled

**Department:** University Housing/Student Affairs

**Salary Rate:** $40,000 - $45,000

**Position Summary:**
The Coordinator of Leadership and Programs will advise the Residence Hall Association Executive Board and General Assembly, provide leadership development for residence hall students, coordinate weekend programming efforts, support living learning community development and serve in on-call rotation.

The purpose of University Housing at Western Oregon University is to house students, primarily first year students, in campus housing. University Housing houses approximately 1150 students in four residence halls, one apartment complex and 56 family housing units on campus during the academic year and works with various conference groups and summer school students during the summer. Additionally, University Housing is assigned to administer the First-year Live-In requirement. The relationship University Housing has to the University’s mission is to assist with recruitment and retention, and provide safe, inclusive, affordable living environments for students who choose to live on campus.

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

**Minimum Requirements:**
- Bachelor’s degree by start date of position
- Minimum of one-year professional experience or equivalent education
- Minimum one-year experience advising student groups – either at the paraprofessional or professional level

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 may be 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.