Education Advisor [INTERNAL OPENING]

Recruitment #: S2351
Review Date: Immediate review | Closing 8/18/23
Department: Clinical Practice & Licensure
Salary Rate: $40,008 - $47,345

Position Summary:
The Education Advisor serves the Division of Education and Leadership and current and future education majors by providing initial information about program requirements, including coursework, experiences, and dispositions necessary to become an effective educator. The Education Advisor works as a team member with other education advisors, the academic programs in the division of Education and Leadership, and within the structures of the College of Education. The Education Advisor will also collaborate and coordinate support and services with community college partners to effectively serve future Western education majors currently enrolled at Oregon community colleges.

The College of Education at Western Oregon University serves PreK-20 students in Oregon through the preparation of equity-minded educators who are academically strong, competent in effective teaching and learning strategies, and well-prepared to contribute to the continuously evolving state of education. In addition, the College of Education prepares rehabilitation counselors, sign language interpreters, and health and exercise science professionals for a variety of increasingly diverse and complex roles in schools, service organizations, and businesses.

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

Minimum Requirements:
● Bachelor’s degree, completed by start of position, in Education or related field.
● Proficient with word processing, spreadsheets, and databases.
● Ability to present information in public settings to faculty, staff, students, parents, and community members.
● Travel to off-site locations, driving your own vehicle.
● Bilingual in Spanish and English.

Preferred Qualifications:
● Biculturally proficient
● Experience working with educational settings, schools, and other K-12 partnerships.

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.

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/

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.shtmlq

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.