

Administrative Program Assistant, Occupational Therapy

Recruitment #:	S2343
Review Date:	Immediate review Open until filled
Department:	Occupational Therapy
Salary Rate:	\$3,022 - \$4,507

Position Summary:

The Administrative Program Assistant position is the primary staff support for the Occupational Therapy program. Duties include administrative coordination and support of activities within the OTD program, support of the academic and clinical experiences of students within the program, and supporting the ACOTE accreditation process. The position reports directly to the OTD Program Director but will also provide support to the Academic Fieldwork and Capstone Coordinators in maintaining/managing the clinical placements database.

This position is housed within the Occupational Therapy Doctorate (OTD) program, within the Behavioral Sciences Division. The OTD program is currently comprised of 1 Program Director and 2 clinical placement coordinators and is expected to add an additional 7 faculty members over the next 2 years. The OTD program plans to start with a first cohort of 30 students and grow to 3 cohorts of 40 students each over the next 8 years for a total enrollment of ~120 students at any given time once full capacity is reached. The OTD program is a 2.8-year graduate program designed to train entry-level occupational therapists. Graduates will earn an Occupational Therapy Doctorate Degree and be eligible to sit for the National Board for Certification in Occupational Therapy exam.

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

Required Qualifications:

- Three years of office experience which includes two years at full performance level and experience generating documents.
- Lead work responsibility or coordination of office procedures.
- Proficiency in Excel and/or Google Sheets.
- Ability to prioritize assignments, manage multiple projects, and meet deadlines.
- Strong written and interpersonal communication skills.
- Ability to establish and maintain effective working relationships.

Preferred Qualifications::

- Experience using Banner.
- Work experience in an academic or healthcare environment.
- Familiarity with the range of student supports and services at Western Oregon University.
- A Bachelor's degree OR a minimum of five years of experience coordinating facilities, scheduling, purchasing and payroll for a large and/or complex program OR an equivalent combination of postsecondary course work and experience.

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. 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. All interested individuals are encouraged to apply even if they do not meet every one of the preferred qualifications as listed.

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](#) - 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.

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](mailto: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>

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.