

Office Manager

Recruitment #:	S2355
Review Date:	Immediate review Open until filled
Department:	Campus Public Safety
Salary Rate:	\$3279 - \$4956 [Salary Steps]

Position Summary:

The Office Manager provides administrative and technical support to the Public Safety Department, the director, staff, and students, in support of its mission of providing a safe and secure environment for the campus community to learn, work, and live. Responsibilities include ensuring compliance with all federal, state, local and university rules and regulations and submission of all required forms and reports. This position has the responsibility for conducting projects and handling assignments from initiation to completion; coordinating services and operations; and developing and determining appropriate processes and procedures, timelines, and prioritization for projects and assignments. Coordinates, tracks, ensures compliance for all university faculty, staff, students, and volunteers, who drive for official university business. Holds campus wide informational/training for authorized drivers. Collects and compiles crime data related to the DOE Clery Act monthly and in turn provides that information for the annual Security and Fire Safety Report. Creates and updates operational and instructional guides for students at CPS including Communication Desk protocols, processes, procedures, guides, and systems. Maintains an important relationship both with the campus community and with members of the public. Responsible for communicating accurate information, processing incoming information, and determining the nature of services to be provided, and following and explaining all state and federal laws, rules and regulations, and institution and departmental policies and procedures. Fiscal management is also a responsibility of this position. This person is considered an essential employee.

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

Minimum Requirements:

- This position requires the employee to maintain confidentiality and foster a confidential working environment.
- This position requires a working knowledge of PCs and/or Macs, Word, Excel, and databases; preferred knowledge of Banner FIS and SIS, Astra, Gmail, Access, PowerPoint, Report Exec and other specific program software or the ability to learn these programs quickly.
- Advanced organization skills and knowledge of record retention schedules, advanced knowledge and skill in grammar, punctuation, spelling, capitalization and sentence structure. This position requires the ability to develop, produce and edit detailed reports.
- Requires professional office appearance. Some overtime 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. 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.

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

1. WOU Employment Application form [available here](#) - classified/faculty
2. Cover Letter that addresses your qualifications for the position.
3. Resume/CV

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@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.