



Employee Accommodations Coordinator

Recruitment #:	S2366
Review Date:	Immediate review Open until filled
Department:	Human Resources
Salary Rate:	\$54,082 - \$63,625

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon’s lush Willamette Valley, WOU is about 20 minutes from Salem, the state’s capital and about 75 minutes from Portland, the state’s cultural hub.

Western is one of Oregon’s oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It’s known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 37% of undergraduates being students of color.

Position Summary:

The Employee Accommodations Coordinator reports to the Human Resources Director and functions in three distinct capacities: coordinator, accommodation assessment/compliance and trainer. This position is responsible for managing and coordinating the Lead Interpreters, assessing and facilitating the procurement of employee accommodations and conducting training for interpreters, faculty/staff and community partners with regards to accessibility and interpretation. The person in this role will secure communication accommodations for Deaf, hard of hearing and DeafBlind employees by incorporating environmental, linguistic, interpersonal, logistic (time/place), and modality (virtual, hyflex, in person) considerations. This person will work closely with Deaf faculty and ODS to schedule interpreting teams; screen and hire hourly interpreters and use discretion to bring in outside interpreting support as necessary.

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

Requirements:

- Bachelor’s degree
- ASL fluency
- Experience in working with people with a variety of disabilities
- Experience in working with highly confidential information
- A thorough understanding of a variety of communication modes (ASL, PSE, ORAL, Protactile, and close vision interpretation) and the services and personnel needed for accommodating appropriately
- A minimum of 6 - 10 years in the interpreting field, with at least one year of coordination or managerial experience and a minimum of 2 - 3 years of experience managing workplace accommodation requests under the Americans with Disabilities Act, employee leaves, and case management or equivalent experience in a related field

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/CV

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.

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.