

Associate Director, Human Resources [INTERNAL POSITION]

Recruitment #:	S2367
Review Date:	Immediate review Closing on 9/22/23
Department:	Human Resources
Salary Rate:	\$80,750 - \$95,000

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 Associate Director of Human Resources will provide support to the university community in all aspects of operations and assist in providing a full range of human resources services to all employees of WOU. In addition, the Associate Director of Human Resources will work closely with the Executive Director of Human Resources in developing, implementing and evaluating ongoing HR policies, programs, functions, and activities. The position is a senior human resource administrator that reports to the Executive Director of Human Resources.

The Office of Human Resources is dedicated to Western Oregon University’s commitment to student success by support of the core principles of teaching and learning; a healthy campus community and environment; academic freedom and diversity; and, fiscal health, accountability and continuous improvement. The office will provide the finest human resources services to support the recruitment, retention and development of faculty and staff by working with others in the campus community to always improve services and how the services are offered.

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

Minimum Requirements:

- Bachelor’s degree in human resource management, organizational psychology, education, or related field
- Minimum of 5 years of progressively responsible professional experience working in an academic environment and/or with employee or labor relations responsibilities
- Must be able to demonstrate strong consensus building skills and in-depth understanding of labor laws
- Requires the ability to exercise independent judgment, interpret and to analyze and apply organizational policy and employ advanced reasoning skills
- Requires the ability to effectively communicate, and to develop effective strategies to solve complicated issues in a complex organization

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
4. Name and contact information for 3 professional references
5. Diversity Statement: Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following [Diversity questions](#)

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@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.