



Administrative Program Assistant

Recruitment #:	S2364
Review Date:	Immediate review Open until filled
Department:	Business/Economics Division
Salary Rate:	\$3,022 - \$4,507 [Salary Steps]

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 purpose of this position is to initiate and complete projects at the direction of the Division Chair of Business/Economics and the Administrative Assistant for the Dean of the College of Liberal Arts and Sciences. This involves confidential administrative support to the Division Chair by assisting with monitoring, auditing and/or directing activities within Business/Economics and conducting administrative projects requiring research, analysis, evaluation, and interpretation. Key functions are management of the office and building, interpretation of laws, rules, policies, and procedures; service and supply budget analysis, control and data collection for reporting, budget setting/ building oversight, course scheduling, and analysis of faculty workloads. This person serves as the personnel coordinator for student employees within the division.

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

Minimum Requirements:

- Three years of office experience which included two years at full performance level and experience generating documents; **and** Lead work responsibility or coordination of office procedures:
- The ability to multitask / be flexible
- The ability and comfort level to connect with all types of populations - students, faculty, staff
- Detail oriented
- Must have excellent numerical **accuracy** with typing and proofing one's own work
- Good written & oral communication
- Quick learner & one who thinks critically
- Ability to manage a budget
- Ability to work independently

- Ability to use a personal computer, various software programs for word processing and spreadsheet, printers, copiers, telephone systems, scanners, email, advising skills and accounting practices.

Preferred Qualifications:

- Proficiency using the BANNER INB (Financial Information System and the Student Information System), ASTRA Schedule (a classroom and event planning software system), and WolfWeb (campus-wide web-based information systems), including proficiency in Degree Tracks.

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

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.