Assistant Director of Multicultural Student Services and Programs
(Internal Search)

Recruitment #: S2386
Review Date: Immediate review | Closing on 12/15/23
Department: MSSP/Student Affairs
Salary Rate: $52,000 - $58,000

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 Assistant Director is responsible to assist in accomplishing MSSP goals and, more specifically, serve as the Supervisor of the MCR program, coordinate the On-Track Program, and serve as the lead coordinator and trainer for the Wolf Connection System (WCS). This position assists in overseeing the entire program which consists of 4 staff over 400 student participants. This position will assist program participants in the successful completion of their academic, personal, and career goals. This position is essential to the recruitment and retention of historically underrepresented students.

Click here for the complete position description which includes knowledge areas and preferred qualifications.

Minimum Requirements:
● A master’s degree in counseling, Education or related field is required, OR
  ○ Bachelor’s Degree and two years of demonstrated experience in a student success counseling or advising role.
● Minimum of two years of demonstrated experience successfully working with diverse student populations and culturally underrepresented cultural groups (Hispanic/Latino, Black or African American, American Indian, or Alaska Native, Asian, Native Hawaiian or other Pacific Islander, etc.) in an academic advising setting.
● Experience and proficiency with incorporating the use of technology.
● Excellent writing, presentation, and organizational skills.
● Candidates must have a valid Oregon Driver’s License and have the flexibility to work evenings and weekends as needed.

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. 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 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/](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 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](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.