

Purpose of the Position Description:

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management’s expectations
- To provide a base for managing performance

Position Title		Today’s Date
Executive Assistant/Coordinator, Diversity, Equity, and Inclusion Office		1/12/24
Appointment (9mos. / 12 mos. / Other)	FLSA	
12 Month	Exempt	
Position Type	Work Location	
Full Time (Unclassified)	Monmouth, On Campus	
Department/Division	Position Number	
Diversity, Equity, and Inclusion	E99218	
Reports to	Reports to Position Number	
Executive Director of Diversity, Equity, and Inclusion	E99218	

SUMMARY
A brief summary of the position here.
<p>The Executive Assistant/Coordinator has the primary responsibility for assisting the office of Diversity, Equity, and Inclusion (DEI) through strategic and confidential planning and management. This position reports to and supports the Executive Director of DEI, and will work with them on implementing year-round programming, professional development, and university and community initiatives. Western Oregon University’s (WOU) Diversity Action Plan will be utilized as a guide to develop strategic initiatives to advance WOU’s commitment to DEI, including but not limited to, training and professional development, equity assessments, cultural and identity-based celebrations, university and greater community outreach, etc. This position will assist in the documentation of a variety of items, including, but not limited to, cultural competency efforts in accordance with Oregon House Bill 2864 (2017), Title IX compliance, and achieving and maintaining HSI designation. The Executive Assistant/Coordinator will also be the coordinator of the university’s Safe Zone Program. This position will greet and interact with a variety of individuals and is expected to maintain confidentiality at all times. The DEI office serves the entire university community, with an emphasis on equity and inclusion for historically excluded and exploited populations.</p>

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of “% of Time” equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
35%	DEI Initiatives <ul style="list-style-type: none"> ● Collaborate with DEI office staff, university employees, and/or students to create and promote initiatives designed to cultivate and foster an appreciation of diverse ethnic and cultural heritages with the goal of forming and sustaining a more equitable, inclusive and 	Essential



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	<p>accessible university environment</p> <ul style="list-style-type: none"> • Assist with designing, delivering and evaluating professional development, presentations, etc. to promote DEI and accessibility at WOU • Assist DEI office staff, as well as, employees and students in the development and implementation of DEI initiatives based on university needs and interests • Provide advocacy and consultative guidance to the Executive Director of DEI and students on campus related DEI initiatives • Assist with, and sometimes lead, efforts to produce and facilitate special events • Identify, research, and share trends and best practices related to DEI, Title IX, HSI, and higher education (national, regional and community trends, policies, etc.) with DEI office staff, and, at times, a variety of WOU stakeholders • Develop and maintain relationships with university and community stakeholders; including students, faculty, staff, community organizations, non-profit organizations, etc. • Other responsibilities as assigned and/or developed 	
40%	<p>DEI Office Management</p> <ul style="list-style-type: none"> • As the first point of contact for individuals visiting the DEI office in person, create and maintain the main DEI office space as a place where all are welcome • Provide administrative assistance to the Executive Director of DEI, including but not limited to, calendar management; scheduling meetings with internal and external partners; make complex travel arrangements; manage procurement and travel card for DEI Office; monitor DEI office budget; support of committee work such as the Board of Trustees Diversity, Equity, Inclusion and Accessibility Committee; assist with projects in support of the Executive Director of DEI as well as the areas they oversee • Coordinate and oversee the day-to-day management and inventory of the DEI Office • Provide support, referrals, resources and guidance for individuals visiting the DEI Office • Collaborate with DEI staff to maintain the department website • Collaborate with DEI staff, university and community stakeholders to create and maintain content related to DEI • Draft communications related to DEI and accessibility • Assist with, and at times lead the development of tracking and assessment tools for DEI related initiatives, and coordinate distribution as needed; lead tracking post development • Oversee the onboarding, supervision, and evaluation of student employees and volunteers • Coordinate contracting processes • Prepare program/project timelines and tasks • Other responsibilities as assigned and/or developed 	Essential
20%	<p>Coordinating of Special Projects</p> <ul style="list-style-type: none"> • Assist with grant development and management, such as those related to the office’s current LGBTQ2SIA+ grant • Assist with, and as requested, lead professional development efforts, such as coordination 	Essential





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	<p>of sessions in compliance with Oregon House Bill 2864 and Safe Zone training, which are coordinated out of the DEI office</p> <ul style="list-style-type: none"> • Coordinate the Safe Zone program • Other projects as assigned 	
5%	<p>Professional Development & University Service</p> <ul style="list-style-type: none"> • Represent the DEI office, as needed, through efforts such as serving on and/or leading university and DEI office committees as appropriate • Engage effectively in professional development opportunities, both on and off campus • Other responsibilities as assigned 	Essential

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- For **classified** positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications> to assist with the particular specifications for the position. Please contact HR with questions.

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Education			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Bachelor’s degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor’s Degree and a Minimum three years of professional experience in an office environment, providing direct administrative support to at least one individual and/or office; or at least 10 years of professional





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			experience in fields related to student and/or customer service; including in an office environment, providing direct administrative support to at least one individual and/or office
Master's degree	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Experience			Type of Experience
Years of Experience	Required	Preferred	
<input type="checkbox"/> No experience			
	X		<ul style="list-style-type: none"> Evidence of customer and/or student service skills Evidence of excellent communication skills Proficient in Microsoft Office Suite Demonstrated experience working with diverse populations Demonstrated experience working in a confidential environment managing sensitive information
	X		
	X		
	X		
	X		
		X	<ul style="list-style-type: none"> Experience working in higher education, nonprofit or related organization(s) Demonstrated office management experience Demonstrated budget management experience Experience in developing and facilitating professional development, workshops and/or similar activities Event planning and coordination experience Demonstrated ability to form and maintain effective relationships with a variety of stakeholders and groups
		X	
		X	
		X	
		X	
		X	
		X	

CERTIFICATES, LICENSES, REGISTRATIONS		
(Select all that apply)	Required	Preferred
<input type="checkbox"/> None		
Driver's license	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>
Professional license	<input type="checkbox"/>	<input type="checkbox"/>
Registration	<input type="checkbox"/>	<input type="checkbox"/>
Certification	<input type="checkbox"/>	<input type="checkbox"/>



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Please specify required professional license(s), registration(s), and or certification(s), if applicable:

[Click or tap here to enter text.](#)

SUPERVISION

The practice of oversight given to others. Supervision typically includes directing work activities, counseling, disciplinary actions, hiring, firing, salary actions, performance appraisal, training, etc.

Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input checked="" type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>
Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>

If supervisor position, please list direct reports to employee:

<u>Employee(s)</u>	<u>Job Title</u>
Click here to enter text.	Click here to enter text.

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.



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DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the PD user guides.	
Scope of Decisions Made:	Guideline Driven
Impact of Decision Made:	Unit/Department
Autonomy and Discretion:	Independent Work, Overall Direction
Fiscal Authority:	Unit/Department
Fiscal Responsibilities:	Administration/Oversight
Operating Budget (\$):	\$ 500,000
Grant funding (\$):	\$ 150,000
Number of Grants:	1
Foundation Funding (\$):	\$ Click or tap here to enter text.
Number of Foundation Funds:	Click or tap here to enter text.
Agency Funding (\$):	\$ Click or tap here to enter text.

WORKING CONDITIONS

Typical Work Functions* (check all that apply)	<input type="checkbox"/> Balancing	<input type="checkbox"/> Carrying
	<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	<input type="checkbox"/> Crouching/ Stooping	<input type="checkbox"/> Driving
	<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing
	<input type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers
	<input type="checkbox"/> Repetitive movement	<input type="checkbox"/> Sitting
	<input checked="" type="checkbox"/> Speaking	<input type="checkbox"/> Specific Work Schedule
	<input type="checkbox"/> Squatting	<input type="checkbox"/> Standing
	<input checked="" type="checkbox"/> Telephone Use	<input type="checkbox"/> Twisting/Bending
	<input type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Writing

Typical Working Environment and Hazards* (check all that apply)	<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment	<input type="checkbox"/> Near-Continuous Use of Video Display
	<input type="checkbox"/> Noise	<input type="checkbox"/> Pathogens





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<input type="checkbox"/> Potential Combative Work Environment <input type="checkbox"/> Traffic <input type="checkbox"/> Weather Extremes	<input type="checkbox"/> Radiation <input type="checkbox"/> Vibration
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Lifting Demands*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	Click or tap here to enter text.
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	8 am to 5 pm, willingness and available for occasional evenings and/or weekends depending on programs/events

ADDITIONAL REQUIREMENTS

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. Reference checks will be conducted.

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.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date





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Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code

Actions Taken

NBAPBUD/NBAPOSN NBAJOBS PEAFACT Electronically Filed

NOTES: