



## Open Records Manager & Administrative Specialist to the General Counsel

<b>Recruitment #:</b>	S2410
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	Office of the General Counsel
<b>Salary Rate:</b>	\$66,052 - \$77,079

### 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 Open Records Manager & Administrative Specialist to the General Counsel position will manage open records requests and assist the General Counsel in providing a full range of legal services to the University and Board of Trustees. This position is located at Western Oregon University in Monmouth, Oregon and reports directly to the General Counsel. The General Counsel provides in-house legal services to the University and its Board of Trustees on a full range of legal issues, including but not limited to employment law, student affairs, policy development, collective bargaining, and compliance with local, state, and federal law.

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

### Required Qualifications:

- A bachelor's degree and at least five (5) years related work experience (e.g., experience as an open records manager or paralegal in a complex organization, experience in substantial writing/drafting/research, experience with public record production).
- Demonstrated experience in working in a confidential environment managing sensitive information and maintaining confidentiality and discretion.
- Demonstrated experience in effective communication.
- Demonstrated experience in exercising sound and reasoned judgment.
- Comfort or experience with the higher education culture and environment
- Comfort or experience with a public sector employer.
- Demonstrated experience working with a chief executive and/or senior administrator.

**Required Application materials:** You may submit all materials online at [www.wou.edu/prostaffapp](http://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
4. Name and contact information for 3 professional references

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/>

**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 accommodation, please email HR 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>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at [wou.edu/hr/employment/jobs/](http://wou.edu/hr/employment/jobs/). Unfortunately, due to the volume, it is challenging for us to offer individual updates on the status of each application, and for that, we sincerely regret any inconvenience. We thank you for your patience and interest in employment at Western Oregon University.