



POSITION DESCRIPTION

Instructions:

Complete the following form utilizing the Position Description Writing Guide (available on the Human Resources [Forms Page](#)). Once the form is completed and signed, please return it to Human Resources.

Purpose of the Position Description:

- To record the primary duties and responsibilities of the position
- To record required education, experience, certifications, and soft skills to perform the duties of the position
- To record supervisory responsibilities
- To record decision making, fiscal responsibility, and autonomy/discretion
- To record working conditions
- To aid in recruitment and selection
- To establish Management's expectations
- To provide a base for managing performance

POSITION INFORMATION	
Position Title	Today's Date
Administrative Program Assistant	1/19/2024
Position Classification	Appointment (9mos. / 12 mos. / Other)
Classified	12-Months
Normal Position Work Dates	FLSA
07/01 - 06/30 (12 Months)	Non-Exempt (Overtime Eligible)
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0 FTE	Administrative Program Assistant
Department/Division	Work Location
Natural Science & Mathematics Division (NSM)	Monmouth Campus
Reports to	Position Number
1) NSM Division Chair and 2) Assistant to the Dean of CLAS Dean	E99456
Incumbent	Reports to Position Number
Cinda DeVoe	1) E99355 and 2) E99345

SUMMARY
Please provide brief summary of the position.
<p>This position resides in the Division of Natural Science and Mathematics (NSM), which includes four departments: Biology, Chemistry, Earth and Environmental Science and Mathematics. The NSM Administrative Program Assistant ("NSM APA") supports faculty and student success, and provides administrative support to the Division Chair by assisting with monitoring, auditing and/or directing activities within the division. The focus of duties is dedicated to overall division operations and direct logistics support of the three science departments including Biology, Chemistry, and Earth and Environmental Science. [Workload for the Mathematics Department is a shared distribution between the Computer Science Division APA (under purview of the NSM Division Chair) and the NSM APA.] The NSM APA supports the Division Chair by engaging in administrative projects requiring independent research, analysis, evaluation and interpretation of institutional policy. In providing support to the divisions, the NSM APA is responsible for office management, oversight of the Service & Supplies ("S&S") budget, Course Fees indices and budget analysis reporting. The NSM APA also prepares and coordinates service contracts, leases, and manages</p>



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the accounts payable for their many grants and S&S. The APA provides logistics support to the academic mission and assists the Chair with student relations, faculty & staff support, facilities management, class scheduling, and coordination of student employees. In addition to the NSM Division Chair, this position also reports to the CLAS Dean's Office, and collaborates on special projects as assigned therein.

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental 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 position 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
75%	<p>Budget/Purchasing/Data Collection Utilizing the BANNER INB Financial Information System, this position is responsible for researching and maintaining historical and current budget data for tracking, monitoring, analyzing, and reporting the Service & Supplies and Course Fee budget allocations, procurement expenditures, student course fee accounts, faculty development funds, and research grants within NSM. Provides budget allocation recommendations to the Division Chair.</p> <p>Provides financial management services related to extensive inventory supply and equipment maintenance: purchasing; managing the invoicing and accounts payable of same; reconciling the various P-cards; submitting internal journal vouchers and vendor RFP requests (Request for Proposals); prepares and coordinates service contracts and leases.</p> <p>Prepares pre-travel authorization and post-travel reimbursement documents for submission to the Business Office</p> <p>Associated workflow activities require <u>extensive use and knowledge of the BANNER INB Financial Information system, basic accounting procedures, and the ability to interpret and apply</u> numerous policies and procedures.</p>	Essential
15%	<p>Office Operations - Manages the division office for three departments; develops various internal forms, policies and procedures necessary for conducting Division business; facilitates onboarding of new faculty; serves as liaison between the Division and other University agencies, students and faculty; provides customer service.</p> <p>- Knowledge and application of legal requirements relating to the use of cadavers and to the Drug Enforcement Administration for registration and substance procurement.</p>	Essential



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	<ul style="list-style-type: none">- As the Building Manager, approves and schedules usage of NSM building and classrooms; serves as liaison with Facilities, creating work orders for upkeep and maintenance of the building and equipment and completes follow-up confirmation of same.- In charge of hiring student employees, tracking hours and submitting payroll rosters for up to 15 student employees; provides lead supervision and coordination of duties for up to 3 student office employees; provides guidance, policy information and assistance to faculty as it applies to student employees, Federal work study guidelines and research assistants.- Attends division meetings and maintains meeting minutes.- Maintains inventory of office supplies for both the NSM and DeVolder buildings.	
5%	<p>Academic Programming and Scheduling</p> <p>NSM APA provides academic scheduling support as follows:</p> <ul style="list-style-type: none">- Collaborates with Division Chair, Dept. Heads and faculty on class scheduling including: proof reading, editing, maintaining schedule in digital format, processing Class Schedule Change sheets and contacting registered students of class cancellations.- Compiles information on enrollment, course offerings and course requests for use in schedule planning. Uses archived records, Banner INB and ASTRA software programs for research to obtain and prepare reports related to course registration.- Assigns academic advisors and facilitates Change of Major requests.- Prepares the T/TT and NTT faculty FTE reports each term for submission to the Division Chair and CLAS Dean's Office.- Manages classroom space in both the NSM and DeVolder buildings, resolves classroom conflicts to meet the needs of faculty, students and campus personnel.- Collects and electronically archives course syllabi from all NSM faculty.	Essential
5%	<p>Additional Duties</p> <ul style="list-style-type: none">- Coordinates faculty searches including travel arrangements, scheduling for campus interviews and travel reimbursement.- Oversees division website and/or student office worker to maintain Division website in cooperation with MarCom, including management of faculty profiles.- Organizes all aspects of the annual Natural Sciences and Mathematics Student Recognition Night- Attends and participates in on-campus recruitment programs, i.e.PACK events, Preview day, and registration as needed- Performs other duties as assigned by faculty, Division Chair and College of Liberal Arts and Sciences Dean's Office.	Essential



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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 are below. **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 Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	X	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	X	Business and office management training helpful and desirable
Bachelor's degree	<input type="checkbox"/>	<input type="checkbox"/>	
Master's degree	<input type="checkbox"/>	<input type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Office Experience: 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	3-5 Years	Choose an item.	Minimum Qualifications
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	

SOFT SKILLS			
Soft Skill	Required	Preferred	Notes
Proficiency with computer programs such as MS Office (especially Word/Excel), Gmail, Google Docs & related software	X	<input type="checkbox"/>	
General Accounting Principles & Procedures	X	<input type="checkbox"/>	



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Banner (FIS & SIS)		X	
Able to prioritize among multiple tasks	X	<input type="checkbox"/>	
Able to complete tasks around interruptions	<input type="checkbox"/>	X	
Collaborative	X	<input type="checkbox"/>	
Effective communication with people different from you	X	<input type="checkbox"/>	
Detail oriented	X	<input type="checkbox"/>	
Numerical accuracy	X	<input type="checkbox"/>	

CERTIFICATES, LICENSES, REGISTRATIONS			
(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input type="checkbox"/> None			
Driver's license	<input type="checkbox"/>	X	
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"/>	

SUPERVISION		
Check the box next to each supervision level utilized by this position.		
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 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.	X
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	<input type="checkbox"/>



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	subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	
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"/>

SUPERVISION CONTINUED

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"/>
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If Level 3 or above is selected, please list direct reports:

Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title
Student Employees	Up to three student employees

*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.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Authority - Unit
Impact of Decision Made:	School/College/Division
Autonomy and Discretion:	Independent Work, Overall Direction
Fiscal Authority:	Unit/Department
Fiscal Responsibilities:	Administration/Oversight
Operating Budget (\$):	\$80,000



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Grant Funding (\$):	
Number of Grants:	
Foundation Funding (\$):	
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	

WORKING CONDITIONS

Typical Work Functions* (check all that apply)	<input checked="" type="checkbox"/> Balancing	<input checked="" type="checkbox"/> Carrying
	<input checked="" type="checkbox"/> Climbing	<input checked="" type="checkbox"/> Crawling
	<input checked="" type="checkbox"/> Crouching/ Stooping	<input checked="" type="checkbox"/> Driving
	<input checked="" type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input checked="" type="checkbox"/> Personal Protective Equipment	<input checked="" type="checkbox"/> Pulling/Pushing
	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers
	<input checked="" type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting
	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Specific Work Schedule
	<input checked="" type="checkbox"/> Squatting	<input checked="" type="checkbox"/> Standing
	<input checked="" type="checkbox"/> Telephone Use	<input checked="" type="checkbox"/> Twisting/Bending
	<input checked="" 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 checked="" type="checkbox"/> Animals/Wildlife
	<input type="checkbox"/> Chemicals	<input checked="" type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input checked="" type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input checked="" 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 checked="" type="checkbox"/> Noise	<input type="checkbox"/> Pathogens
	<input checked="" type="checkbox"/> Potential Combative Work Environment	<input type="checkbox"/> Radiation
	<input type="checkbox"/> Traffic	<input type="checkbox"/> Vibration
	<input type="checkbox"/> Weather Extremes	

Lifting Demands* Choose an item.



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Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Choose an item.
Work Schedule (if not typical or specified)	7:30 am to 4:30 pm, M-F, with 1-hour lunch

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
Dr. Steve Taylor, NSM Division Chair	01/25/2024 
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

HR USE ONLY:	
Received by:	Date



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Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFACT <input type="checkbox"/> Electronically Filed			
NOTES:			