



Administrative Program Assistant

Recruitment #:	S2415
Review Date:	Immediate review Open until filled
Department:	Natural Science & Mathematics Division (NSM)
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 Administrative Program Assistant 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 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.

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

Required Qualifications:

- 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
- Proficiency with computer programs such as MS Office (especially Word/Excel), Gmail, Google Docs & related software
- General Accounting Principles & Procedures

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

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 accommodations, please email us at employment@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/. 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.