



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	1/23/2024
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
Criminal Justice Sciences Division (CJS)	Monmouth Campus
Reports to	Position Number
1) CJS Division Chair and 2) Administrative Assistant to CLAS Dean	E99607
Incumbent	Reports to Position Number
Jennifer Willard(interim coverage by Michelle Gallagher)	1) E99414 and 2) E99345

SUMMARY
Please provide brief summary of the position.
This position resides in the Division of Criminal Justice Sciences (CJS) within the College of Liberal Arts and Sciences. CJS delivers its programs at both the Monmouth and Salem campuses through online and face-to-face modalities, with all students engaging in a significant off-campus practicum experience. The focus of the Administrative Program Assistant’s (APA) duties will be to support the Criminal Justice program’s work in graduate and undergraduate program admissions, academic advising, program assessment, internships and external relationships with alumni and the community along with management of the division office, oversight of the Services & Supplies (S&S) budget and supporting the Division Chair by engaging in administrative projects requiring independent research, analysis, evaluation and interpretation of institutional policy. In addition to the CJS Division Chair, this position also reports to the CLAS Dean’s Office and collaborates on special projects as assigned therein.



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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
30%	<p>Academic Programing and Scheduling</p> <ul style="list-style-type: none"> - Collaborates with Division Chair and faculty on class scheduling; uses archived records, Banner and ASTRA software programs to collect historical data for compiling information on student enrollment, course requests and course offerings to assist with course scheduling. - Builds the academic year schedule of classes in the Google drive, proofing the titles, credits, prerequisites, classroom assignments and instructors for accuracy and completeness. Edits each term schedule for changes and corrections, processes Class Schedule Change sheets and contacts registered students of class cancellations. - Coordinate, and participate in, the promotion of CJ programs: collaborate with Admissions, MarCom and Foundation to publicize CJS programs. - Assigns academic advisors; processes Change of Major/Minor/Advisor forms; prepares materials for group advising sessions. - Facilitates meetings between the Division Chair, Graduate Coordinator, Practicum Coordinator, students, faculty and outside agencies. - Monitors CJS Division Office schedule and faculty schedules; maintains and posts a listing of all faculty consultation hours during the regular term and finals week. - Reviews and processes Individualized Course forms. - Assists in organizing CJ Career Day and Advisory Board annual meetings, assists student organizations and honor societies. - Uses discretion and confidentiality in processing student paperwork with private information including V#, grades, etc. 	Essential
25%	<p>Office Operations</p> <ul style="list-style-type: none"> - Manages the division office: provides Customer Service (serves as the first point of contact for students, administration, alumni and the community); facilitates onboarding of new faculty; serves as liaison between the Division and other University agencies, 	Essential



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	<p>students and faculty; coordinates faculty and student room reservations.</p> <ul style="list-style-type: none">- Manages inventory of office supplies, computers, printers and copier.- Assists faculty with making photocopies of course materials and tests, scanning book chapters and articles for faculty as requested.- Creates and oversees work orders for repair and maintenance of its building space and equipment.- Attends division meetings, records and distributes the meeting minutes.- Coordinates faculty searches, making travel arrangements, scheduling campus interviews, and submitting travel reimbursement.- Proctors exams when necessary.	
20%	<p>Budget/Purchasing/Data Collection</p> <p>Utilizing the BANNER INB Financial Information System, this position is responsible for researching and maintaining historical and current budget data for use in tracking, monitoring, analyzing and reporting the Services & Supplies and Foundation budget allocations, procurement expenditures, faculty development funds, and research grants within CJS. Provides budget allocation recommendations to the Division Chair and budget committee.</p> <p>Provides financial management services: initiates purchase orders and all budget-related documents for equipment, supplies, pre-travel, post-travel reimbursement; responsible for procurement card purchases and reconciliations; creates and processes direct invoices for all division expenditures.</p> <ul style="list-style-type: none">- Compiles the T/TT and NTT faculty FTE reports each term for submission to the Division Chair and CLAS Dean's Office.- Collects and electronically archives course syllabi from all CJS faculty.- Compiles and organizes alumni contact information for alumni surveys, and for assessments of current students.	Essential
20%	<p>Technology</p> <ul style="list-style-type: none">- Maintains Criminal Justice Division websites, develops new webpages as needed, ensures faculty webpages are up to date. Consults with Marcom to maintain WOU logo style and standardization.- Designs, produces, and distributes brochures and posters advertising speakers, workshops, and class announcements.- Attends training sessions on new policies and procedures for University business transactions, data management, website design, classroom scheduling, onboarding, travel reimbursements, mail services, Cognos data warehouse, catering, etc.	Essential



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5%	<p>Additional Duties</p> <ul style="list-style-type: none"> - Supports the division chair in <u>maintaining the relationship with DPSST and other agencies for practica and other opportunities.</u> - 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



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	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	

SOFT SKILLS			
Soft Skill	Required	Preferred	Notes
Self-Directed		X	
Microsoft Office – Word/Excel	X	<input type="checkbox"/>	
Able to prioritize among multiple tasks	X	<input type="checkbox"/>	
Able to complete tasks around interruptions	<input type="checkbox"/>	<input type="checkbox"/> X	
Collaborative	<input type="checkbox"/> X	<input type="checkbox"/>	
Effective communication with people different from you	<input type="checkbox"/> X	<input type="checkbox"/>	
Banner (FIS & SIS)		X	
Detail oriented	X	<input type="checkbox"/>	
General Accounting Principles & Procedures		X	
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"/>		
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.	X
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,	



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	firing, disciplinary actions, etc.*	
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"/>

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

*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 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 (\$):	\$ 10,000
Grant Funding (\$):	\$ 100,000
Number of Grants:	2-3
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 type="checkbox"/> Crawling
	<input checked="" type="checkbox"/> Crouching/ Stooping	<input checked="" type="checkbox"/> Driving
	<input checked="" type="checkbox"/> Feeling/Handling Personal Protective Equipment	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Pulling/Pushing
	<input type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Regular interaction with customers
	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Sitting
	<input checked="" type="checkbox"/> Squatting	<input checked="" type="checkbox"/> Specific Work Schedule
	<input checked="" type="checkbox"/> Telephone Use	<input checked="" type="checkbox"/> Standing
	<input checked="" type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Twisting/Bending
		<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



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Human-Source Material (e.g., blood) <input type="checkbox"/> Moving machinery/Heavy Equipment X Noise X Potential Combative Work Environment <input type="checkbox"/> Traffic <input type="checkbox"/> Weather Extremes	x <input type="checkbox"/> Indoor Temp Extremes (Heat/Cold) <input type="checkbox"/> Near-Continuous Use of Video Display <input type="checkbox"/> Pathogens <input type="checkbox"/> Radiation <input type="checkbox"/> Vibration
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Lifting Demands*	Choose an item.
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Choose an item.
Work Schedule (if not typical or specified)	

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



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Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director 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			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFACT <input type="checkbox"/> Electronically Filed			
NOTES:			