



Program Representative 1

Recruitment #:	S2430
Review Date:	Immediate review Open until filled
Department:	Accounting and Business Services
Salary Rate:	\$3574 - \$5442 [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 Program Representative 1 will be responsible for the following:

- **Program Representation** - Meets with or uses telephone to advise officials and the public on program applicability and requirements; interprets and explains applicable laws, rules, regulations, policies, and procedures to current and potential program participants; advises and assists potential participants on requesting program services and/or setting up or implementing programs; may write policy and procedure guides for use by program participants.
- **Service Request Review** - Reviews documentation for a variety of policies and programs, ensures requester has supplied complete and accurate information, evaluates request for service against program requirements; approves/denies requests; explains decision to requester with suggestions, if appropriate, on meeting program requirements. Forwards documentation to other departments, private, and/or public institutions in compliance with law.
- **Participant Review** – Trains, explains, or instructs individuals and groups on proper methods and procedures for compliance with program regulations and payment options, monitors reports and/or other documents from program participants to ensure they are timely and complete, contacts participants as needed to obtain compliance with program reporting requirements, individually or as a member of a team, may review participant program operations for compliance with program requirements, and may periodically lead team.
- **Program Promotion** - Assists supervisor in promotion and operation of total program (e.g., maintains records, drafts reports, does special investigations and studies, answers correspondence, and/or gives informational speeches or holds informational meetings with interested groups) and monitors program related legislation.

This position also requires either leading or taking a strong role in the project improvements taken on by the ABS that benefit the university. This requires research into the proper protocols, providing recommendations to management, and execution of the project.

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

Required Qualifications:

- High School Diploma or equivalent (GED) and any combination of work experience equivalent to three

years of office experience and lead work or coordination of office procedures.

- Driver's License (Oregon)
- Experience in basic accounting knowledge
- Experience with lead project work
- Familiarity with researching statutes, regulations, and other guidelines and interpretations

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

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.