

## Executive Assistant/Coordinator, Diversity, Equity, & Inclusion office

<b>Recruitment #:</b>	S2442
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	Diversity, Equity, and Inclusion
<b>Salary Rate:</b>	\$55,000 - \$60,000

### 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 Executive Assistant/Coordinator has the primary responsibility for assisting the office of Diversity, Equity, and Inclusion (DEI) through strategic and confidential planning and management. This position reports to and supports the Executive Director of DEI, and will work with them on implementing year-round programming, professional development, and university and community initiatives. Western Oregon University’s (WOU) Diversity Action Plan will be utilized as a guide to develop strategic initiatives to advance WOU’s commitment to DEI, including but not limited to, training and professional development, equity assessments, cultural and identity-based celebrations, university and greater community outreach, etc. This position will assist in the documentation of a variety of items, including, but not limited to, cultural competency efforts in accordance with [Oregon House Bill 2864](#) (2017), Title IX compliance, and achieving and maintaining HSI designation. The Executive Assistant/Coordinator will also be the coordinator of the university’s [Safe Zone](#) Program. This position will greet and interact with a variety of individuals and is expected to maintain confidentiality at all times. The DEI office serves the entire university community, with an emphasis on equity and inclusion for historically excluded and exploited populations.

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

### Required Qualifications:

- Bachelor’s Degree and a minimum of three years of professional experience in an office environment, providing direct administrative support to at least one individual and/or office  
OR  
at least 10 years of professional experience in fields related to student and/or customer service; including in an office environment, providing direct administrative support to at least one individual and/or office
- Evidence of customer and/or student service skills
- Evidence of excellent communication skills
- Proficient in Microsoft Office Suite
- Demonstrated experience working with diverse populations
- Demonstrated experience working in a confidential environment managing sensitive information

**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/CV

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 as 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\[at\]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.shtmlq>

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.