



# Administrative Program Assistant

**Recruitment #:** S2458  
**Review Date:** Immediate review | Open until filled  
**Department:** Business & Economics Division  
**Salary Rate:** \$3218 - \$4800 [[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 41% of undergraduates being students of color.

## Position Summary:

The Administrative Program Assistant position provides confidential administrative support to the Chair of the Business/Economics Division by assisting with monitoring, auditing and/or directing projects requiring research, analysis, evaluation and interpretation. Projects may include data collection for program evaluation, tracking enrollment trends for schedule planning, monitoring advising loads, assisting with the onboarding of new faculty, etc. This position provides support not only to 16 -20 faculty members within the division, but also to the many students enrolled in the division’s various programs. Key functions include managing the office, the Service & Supplies budget, data collection/retention, assisting with course scheduling, reporting faculty workloads and building oversight.

This position requires the ability to work effectively with multiple offices across campus and requires the ability to translate broad directives into discrete tasks, to balance conflicting demands on time, to allocate resources based on priorities developed in consultation with the division chair, and to implement and monitor procedures to meet those priorities. Requires familiarity with and the ability to use numerous computer hardware and software systems on a daily basis. Involves extensive interpersonal contact with students, academic and administrative personnel in person, by telephone, e-mail and through letters and memorandums. Requires a high level of attention to detail and the ability to maintain precision despite regular interruptions.

[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
- Proficient in Microsoft Office Suite: Word and Excel
- Effective Communication: Skilled in interacting with diverse groups, fostering understanding and collaboration across cultural and professional backgrounds.
- Task Prioritization: Strong ability to manage and prioritize multiple tasks to ensure timely and efficient completion of projects.
- Detail-Oriented: Meticulous attention to detail, ensuring high accuracy and quality in all work.
- Numerical Accuracy: Exceptional numerical precision, maintaining high standards of accuracy in data

handling and calculations.

**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](#) - 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\[at\]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.