



Graduate Admissions Coordinator

Recruitment #:	S2464
Review Date:	Immediate review Open until filled
Department:	Graduate Studies and Research
Salary Rate:	\$3492-\$5278 [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 Graduate Admissions Coordinator plays a critical role in supporting prospective and returning students through the graduate application and re-enrollment process. This position involves a high level of coordination, communication, and compliance management to ensure the smooth operation of multiple graduate programs.

Key Responsibilities will include:

- **Process Graduate Student Applications:** Support prospective students through the application and admission process for multiple Graduate Programs. This includes initiating file set-up, coordinating admission processes with various programs, and ensuring compliance with university regulations.
- **Provide Support for Returning Students:** Assist returning students through the re-enrollment process, updating curriculum and advisor information as needed.
- **Interpret and Explain Procedures:** Interpret and explain admission procedures and policies to potential and continuing students, ensuring clarity and understanding.
- **Manage Deadlines:** Balance competing demands to ensure deadlines are met during the application and admissions process.
- **Communicate with Students:** Maintain timely communication with students and program coordinators via phone and email throughout the admissions process.
- **Collaborate for Process Efficiency:** Collaborate with the Director of Graduate Studies and program coordinators to create efficiencies in the graduate program (GP) processes, including admissions.
- **Ensure Compliance:** Maintain compliance with graduate and university regulations throughout the admissions process.
- **Provide Backup Support:** Provide backup support to the Director of Graduate Studies, the Dean of Graduate Studies and Research, and the Executive Assistant to the Dean of GSR as needed.
- **Budget Oversight:** Provide oversight for the admissions budget and manage bill payments related to admissions activities.
- **Maintain Records:** Run reports and use data to maintain accurate records of admissions activities.
- **Support Students, Advisors, and Coordinators:** Provide support to graduate program students, advisors, and coordinators during the admissions process and beyond.
- **Conduct Data Research:** Conduct data research as requested by the Dean or Director for strategic decision-making purposes.

- **Draft Communications:** Draft letters and refine text for clarity as requested by the Director of Graduate Studies.
- **Interdepartmental Collaboration:** Work closely with multiple departments on campus to facilitate smooth operations and enhance the admissions process.

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

Required Qualifications:

- Bachelor's degree
- 6-12 months experience in data analysis
- 1-2 years experience in the following:
 - Banner SIS
 - Office Coordination
 - Policy Interpretation/Compliance
 - Record Maintenance
 - Higher Education

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/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 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.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.