



Bilingual CCSO Recruitment Specialist (Part-time)

Recruitment #:	S2475
Review Date:	Immediate review Open until filled
Department:	The Research Institute
Salary Rate:	\$47,303 - \$55,650 [0.5 FTE]

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:

Child Care Substitutes of Oregon (CCSO) is a statewide system that brings child care substitutes and providers together. CCSO believes in providing access to quality child care, respecting all child care workers as professionals, and empowering providers to take the time to care for their professional development, healthcare, self-care, and other needs. We reduce barriers to access by filling the gaps in programs across the state including rural areas and providers from non-dominant cultures and languages. We support these programs by recruiting, hiring, and providing access to culturally and linguistically diverse substitutes.

This is a grant-funded position responsible for coordinating the employment and hiring program and entering employees job records into Banner HRIS for all hourly substitute teachers and caregivers that are hired under the Substitute System grant housed in The Research Institute (“TRI”). This position communicates a variety of information to applicants, new employees, and existing staff paid via the Substitute System grant. They are responsible for contacting TRI as new applicants apply, creating and posting job announcements, advertising open positions, screening and tracking applicants, and completion of background checks. This position is also responsible for processing and record keeping functions regarding salary set-up for hourly substitute teachers and caregivers in Banner (HRIS).

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

Required Qualifications:

- A bachelor's degree or 2-3 years of experience in an office setting is required
- Bilingual Spanish
- Oregon Driver’s License
- Hybrid-2 Days in office a week

Required Application materials: You may submit all materials online at 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 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.