



# Trainer of Trainers

## INTERNAL OPENING

<b>Recruitment #:</b>	S2484
<b>Review Date:</b>	Immediate review   Closing on 9/23 at 5pm
<b>Department:</b>	The Research Institute
<b>Salary Rate:</b>	\$69,420

### 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 Trainer of Trainers (ToT) position is a full-time role responsible for serving as a master trainer in Oregon Driver Education. This individual will mentor and train adult instructors, equipping them to effectively teach novice teen drivers. Collaborating closely with Western Oregon University (WOU) team members and Oregon Department of Transportation (ODOT) partners, the ToT will uphold the program’s high standards to ensure consistent and thorough instruction for all students. The Traffic Safety Education (TSE) program is funded through a grant from the Oregon Department of Transportation – Transportation Safety Office (ODOT-TSO). It oversees the training and certification of all ODOT-TSO-approved Driver Education instructors in Oregon and offers ongoing professional development for both instructors and providers.

**Western Oregon University provides visa support exclusively for Tenure Track employees in specialized positions with ongoing, long-term university appointments. This position does not qualify as specialized and is, therefore, not eligible for visa support.**

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

### Required Qualifications:

- ODOT Driver Education Instructor certification
- High School Diploma or equivalent (GED)
- 1-2 years of experience as a certified Oregon Driver Education Instructor in good standing
- 1-2 years of experience working with the Oregon Playbook curriculum
- Strong verbal and written communication skills, with the ability to effectively engage and instruct adult learners
- Proven teamwork and collaboration skills
- Demonstrated leadership experience and qualities
- Ability to manage multiple tasks and meet deadlines
- Willingness and ability to travel to various course locations within Oregon
- Active involvement in the driver education community

**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 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 would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the [online request form](#) at least three (3) business days in advance. If you have questions, contact Disability Services (ODS) at 503-838-8250 or [ods@wou.edu](mailto:ods@wou.edu).

### **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/](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.