



Dean of Graduate Studies and Research

Recruitment #: S2489
Review Date: Immediate review | Open until filled
Department: Graduate Studies & Research
Salary Rate: \$139,233 - \$163,804

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:

Western Oregon University is pleased to announce the search for a new Dean of Graduate Studies and Research. This critical position provides an opportunity to lead and enhance the university's graduate programs, research initiatives, and strategic projects in alignment with our mission of fostering a deep sense of belonging and empowerment for students.

As part of our broader mission, Western Oregon University is committed to becoming a model of intentional inclusion and accessibility. The Dean will play a crucial role in advancing this vision.

The Dean of Graduate Studies and Research oversees the administrative and financial operations of multiple departments related to graduate studies and research at Western Oregon University, including the Sponsored Projects Office, the Graduate Studies office and the Center for Graduate Studies in Salem. Responsibilities include managing budgets, ensuring compliance with university policies, and providing strategic guidance to enhance the efficiency and effectiveness of graduate programs. The role involves collaboration with faculty, staff, and external partners to support the development and implementation of initiatives that advance graduate education and research, ultimately contributing to the university's mission and goals.

This is a pivotal time for Graduate Studies and Research at Western Oregon University, and we seek a leader who is excited about and dedicated to student success, community engagement, student involvement in research, and fostering a diverse and inclusive academic community.

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

Required Qualifications:

- Earned doctoral degree or equivalent (Ph.D., J.D., Ed.D.)

- Proven experience in promoting diversity, inclusion, and equity within higher education settings.
- In-depth understanding of challenges and dynamics in higher education, particularly regarding graduate programs, research, and sponsored projects.
- Strong knowledge of current and emerging trends in graduate education and enrollment management.
- Demonstrated experience in managing and enhancing graduate programs effectively.
- Skilled in strategic planning, outcomes development, and program assessment.
- Expertise in administrative, fiscal, and personnel management practices.
- Exceptional interpersonal, oral, and written communication skills.
- Track record of success in progressively responsible leadership positions.
- Familiarity with development processes and grants management.

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
4. Name and contact information for 3 professional references

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.

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.

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.