



Office Assistant [Office Specialist 2]

Recruitment #:	S2492
Review Date:	Immediate review Open until filled
Department:	Dean's Office / COE
Salary Rate:	\$2,989-\$4,374 [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 Office Assistant role provides comprehensive administrative support to the Office of the Dean and the College of Education (COE), overseeing a broad range of functions such as general administration, fiscal management, personnel coordination, facilities oversight, and data management. Additionally, this position serves as the primary point of contact and receptionist for the Office of the Dean.

Key responsibilities include delivering direct administrative assistance to the Dean's office staff, with an emphasis on strong organizational skills, multitasking, client service, problem-solving, and proficiency in technology and math. Flexibility is critical as duties may evolve to meet the changing needs of the COE.

This position also plays a key role in serving a diverse community of students, faculty, and staff, ensuring a welcoming and efficient environment.

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

Required Qualifications:

- 1-2 years of relevant work experience, including navigating computers, using email, Microsoft programs, and Google Drive.
- Systems-level thinking with independent problem-solving skills.
- Ability to follow verbal and written instructions with general guidance.
- Strong communication skills across writing, face-to-face interactions, and Zoom.
- Ability to quickly learn and use systems like Banner FIS & SIS, DocStar, Astra, and other internal software.
- Experience working with clients in person, via Zoom, and through written communication.
- Ability to work effectively with diverse personalities and handle interruptions.
- Maintain discretion and confidentiality in all aspects of the role.

- Proven ability to manage multiple tasks, prioritize work, and meet deadlines.

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

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.