



Coordinator

Recruitment #:	S2494
Review Date:	Priority Review begins 11/11/24 Open until filled
Department:	Campus Recreation
Salary Rate:	\$50,040 - \$52,200

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 Campus Recreation Coordinator is a full-time, 12-month professional role, providing leadership across diverse and dynamic areas. The Coordinator is responsible for guiding professional staff and student programs, ensuring effective leadership, collaborative training, and mentorship.

Reporting to the Assistant Director of Campus Recreation, the Coordinator contributes to the Campus Recreation Leadership Team. This role requires managing a range of administrative duties with significant complexity, demanding initiative, sound judgment, critical thinking, and a thorough understanding of recreational programs. Key responsibilities include overseeing the hiring, training, scheduling, and evaluation of unclassified temporary staff, interns, and student employees.

The Coordinator also manages fiscal operations, marketing, facility management, and membership services for the Health and Wellness Center (HWC). Additionally, the role supports all program areas in risk management, event coordination, staff development, and strategic financial planning and budgeting.

This position operates within Campus Recreation, a vital unit committed to supporting the academic and co-curricular mission of the university. Campus Recreation fosters active opportunities to enhance the student experience and build a strong, supportive community.

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

Required Qualifications:

- Bachelor's degree
- Increasing levels of experience involving facility management, operations, fiscal oversight, budget management, or membership services in higher education, or other similarly complex organizations
- Demonstrated experience working with and supporting the success of individuals who have diverse backgrounds, cultures, and languages.
- Communication: Ability to develop, foster, and maintain basic communication with a variety of groups (such as students, faculty, staff, and community organizations).

- Collaboration: Ability to develop, foster, and maintain meaningful collaborations with a wide variety of university constituencies.
- Adaptability: Ability to develop, foster, and maintain positive adaptability and interpersonal relations with a wide variety of university constituencies.
- Critical Thinking: Each area requires the employee to deal with multiple tasks, critical solution development, and multiple publics while maintaining good customer service.
- Conflict Management: May encounter hostile patrons, participants, vendors, or Departmental personnel.

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

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.