Administrative Program Assistant
(Administrative Program Assistant)

Departments: **Computer Science Division**
Salary Range: **$2,555 - $3,796 monthly**
Class: **C0107** Recruitment #: **S1745**
Review Date: Review of applications begins **August 14, 2017**. Position open until filled.

This is an academic year plus one month (September 1 – June 30 each year) and is represented by the Service Employees International Union/Oregon Public Employees Union. The Division of Computer Science consists of both the Computer Science and Information Systems Departments. The Division employs approximately 8 full-time and 3 - 6 part-time faculty members and prepares students for studies at the Bachelor's and Master's level.

QUALIFICATIONS
- Three years of office experience which include two years at full performance level and experience generating documents *and* lead work responsibility or coordination of office procedures is required.
- Proficient in the use of a personal computer and various word processing and spreadsheet software packages
- Excellent verbal and written communication, customer service and interpersonal skills and the ability to work cooperatively with a diverse population
- Ability to instruct others in the use of office equipment and E-mail
- Ability to learn Banner programs and adapt to computer and program updates as necessary
- Successful experience maintaining confidentiality and fostering a confidential working environment

Preferred Qualification:
- Proficiency in using BANNER Financial Information System (FIS) and Banner Student Information System (SIS).
- Previous experience with ASTRA Scheduler (a classroom and event planning software system)

**A criminal background check will be required as a condition of employment

We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.

DUTIES AND RESPONSIBILITIES
- **Budget/Purchasing/Data Collection Support:** Monitor and maintain annual divisional supplies and services budget in consultation with the Division Chair by compiling reports, making recommendations regarding conservation/expenditures of divisional funds, and projecting the requisition of needed equipment and supplies; Monitor budget impact on student employee hiring, purchasing, and inventory; Process divisional expenses, purchase orders, journal vouchers, and all budget-related documents for equipment, supplies, and travel reimbursements; Use Banner FIS extensively; Manage inventory of office equipment.

- **Academic Schedules**: Compile all student enrollment data within the division; Collaborate with the chair/faculty to build academic year schedule; Compile and monitor Full-time Equivalency (FTE) information for 8 full-time and 3-6 part-time faculty members.

- **Office Operations:** Assign and coordinate activities of the division office work study students; Monitor work study students' schedules, Division Office schedule, and faculty schedules; Serve as ITC building manager, approving room/building use and coordinate with other groups for major deliveries, building service and repair, and outside activities; Attend and participate in on-campus recruitment programs, (i.e. SOAR, Preview Day and registration events) as required; Serve as liaison between the Division Office and all other University agencies and students; Develop various forms and procedures necessary for conducting Division business; Understand and follow legal requirements in maintaining Drug Enforcement Administration (DEA) registration and substance procurement; Additional projects within position description as assigned by faculty, Division Chair, and Liberal Arts and Sciences Dean's Office.

- **Advising:** Process all "By Arrangement" and "Course Substitution Forms" related to division courses, including directing students to appropriate person for signatures; Direct updates and corrections on all major and minor contract

sheets in conjunction with the Office of the Registrar.

- **Faculty Searches:** Coordinate faculty searches for all departments within the Computer Science Division, including file completion, travel arrangements and campus interview schedules, and travel reimbursement.

APPLICATION PROCESS
You may submit all materials online at www.wou.edu/classified

Required Application materials (PDF preferred):
1) WOU Employment Application form available at http://www.wou.edu/classified
2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
3) Resume
4) Contact information for three references

As an alternative, you may submit application materials to:
S1745, Administrative Program Assistant CS, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to employment@wou.edu; **OR** fax to: 503-838-8144.

Western Oregon University is an AA/EO/Veteran/Disability employer
committed to increasing the diversity of its workforce.