



Board Assistant & Advancement Specialist

(Office Specialist 2)

Department: Advancement

Salary Range: \$2383- \$3458 monthly

Class: C0104 **Recruitment #:** S1740

Closing Date: Review of applications begins immediately. Preference given to applications received by **July 21, 2017**. Position open until filled.

This is a full-time, limited duration position in University Advancement at Western Oregon University in Monmouth and is represented by the Oregon Public Employees Union/ Service Employees International Union. The resource development arm of University Advancement is responsible for donor relations, fund raising, prospect research, alumni relations, and the operation of the WOU Foundation. The purpose of this office is the cultivation, solicitation and stewardship of alumni and other potential donors through their involvement with the University.

QUALIFICATIONS:

- Two years of general clerical experience, one year of which included typing, word processing, or other generation of documents;
OR an Associate's degree in Office Occupations or Office Technology;
OR graduation from a private school of business with a Certificate in Office Occupations or Office Technology and one year of general clerical experience
- A high level of customer service while interacting with alumni, students, parents, co-workers, and other friends of the university
- Excellent word processing and computer skills with 10-key adding machine/calculator experience
- Good problem-solving and analytical skills
- Attention to detail and keyboard accuracy
- The ability to prioritize work and perform multiple tasks simultaneously while adhering to deadlines and frequent interruptions, and working well as both a team member and independently
- Valid Oregon driver's license with sufficient driving record, allowing use of state or personal vehicle for business use

Preferred Qualifications:

- Knowledge of desktop publishing, layout, and design

Special working conditions:

- This position must work occasional evenings or weekends or assist with off-campus events requiring a flexible work schedule
- Deadlines and multi-tasking are regular working conditions and may create a highly intense, stressful environment.
- May encounter unhappy or upset individuals requiring this position to have a calm and positive disposition

*****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:

- **WOU Foundation Support:** Assist Executive Director and Board of Trustees of the WOU Foundation; assist with scheduling and preparation for WOU Foundation Board and Committee meetings, including room reservation, catering, and scheduling speakers or presenters; prepare necessary documents/materials for WOU Foundation Board and Committee meetings and Foundation non-profit reporting requirements; maintain and update foundation required documents; record and transcribe minutes of board meetings and committee meetings. Including execution of the Foundation's Competitive Grants Program.
- **Office Coordination and Technical Support Duties:** Support the Executive Director of Development & WOU Foundation and the Business Operations & Finance Director; answer multi-line phones and serve as receptionist for University Advancement; process purchase orders, invoices, journal vouchers and procurement card system, ensuring budget limitations are maintained and appropriate Banner codes used; record sales, issue receipts, process orders, keep sales records and distribute merchandise; serve as office point-person and clerical support for Advancement; explain Advancement and Foundation rules, procedures and policies to constituents; schedule or modify appointments for staff; schedule the Cottage Conference Room and Lounge; maintain and update Advancement and Foundation web pages
- **Departmental Assignments:** Coordinate travel and meeting arrangements in accordance with university travel policy; schedule staff meetings; act as a back-up for gift processing; work with Business Operations & Finance Manager to create and disburse campus departmental financial reports; work with the Advancement Systems Manager to ensure complete and correct information; maintain accurate, complete and current information in the donor database
- **Management of Advancement Events:** Plan, coordinate and promote events and activities, for instance the Annual Scholarship Dinner, President's Club Dinner, Holiday Tree Lighting Open House, and other Advancement events; lead or assist other staff members in recruiting, training, and supervising volunteer and student workers to support these events; troubleshoot event problems, finding solutions and resolving participant questions
- **Clerical Support:** Prepare correspondence for final distribution, electronic or printed, filing, and undertake projects; process Foundation withdrawal request forms and/or review for policy compliance, accuracy and completeness; process and distribute incoming and outgoing mail for delivery; identify office space and equipment needs, organizing and maintaining office space; order office supplies; monitor and maintain inventory and ensure maintenance of equipment

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 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
- 5) Unofficial copy of transcript for highest degree earned (if required for qualifying)

As an alternative, you may submit application materials to:

Send documents to: S1740, Board Assistant & Advancement Specialist, Human Resources Office, 345 Monmouth Ave. N., Monmouth, OR 97361 OR email 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.**