



Project Director CASA and Campus Suicide Prevention

Department: The Research Institute

Salary: Commensurate with qualifications and experience

Recruitment #: S1724

Closing Date: Review of applications begins **June 12, 2017**. Position open until filled.

The Research Institute (TRI) at Western Oregon University is seeking a Project Director for the Western Oregon University (WOU) CASA and Suicide Prevention Grant. The appointment is renewed through an annual Notice of Appointment, dependent upon satisfactory job performance, continuing project needs, and/or available funding. TRI is a unique organization whose mission is to inform and facilitate change in educational and human service systems.

MINIMUM QUALIFICATIONS

- Master's degree in Education or a Social Science discipline (e.g. Psychology, Sociology, Health, Human Services, etc.)
- Expertise and experience in violence prevention and response
- Training and knowledge in project or program management and program evaluation
- Experience conducting training sessions
- Experience supervising employees/student employees
- Experience with programming on-line surveys
- Experience in evaluation design
- Fluency in Excel
- Ability to effectively communicate with a variety of staff and program participants both verbally and in writing
- Ability to brainstorm, be creative, be flexible, learn new information

Preferred Qualifications

- Excellent organizational skills
- Fluent in SPSS
- Database management skills
- Ability to attend to multiple tasks and timelines
- Ability to work well independently and in groups
- Experience in developing training materials

****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 CASA Grant (.50 FTE)

- Oversee the Coordinated Community Response Team
- Monitor grant budget, travel expenditures and purchasing
- Provide the evaluation (data collection, analysis and reporting)
- Prepare biannual reports
- Oversight and coordination of all project activities
- Develop and organize trainings on-campus and off-campus
- Attend community based committees
- Effectively communicate with a wide variety of individuals and groups both on- and off-campus
- Provide service to TRI and WOU by serving on TRI/WOU committees, task forces, and other groups

Suicide Prevention Grant (.50FTE)

- Provide leadership for the Suicide Prevention Taskforce; oversee the Suicide Prevention Taskforce committees; attend Suicide Prevention Taskforce meetings
- Work collaboratively with campus and community colleagues
- Monitor budgets and financial summaries
- Recruit, hire and supervise 2 student employees
- Coordinate marketing and communications
- Provide oversight of website development
- Organize Gatekeeper and Cultural Competency trainings
- Data collection and evaluation of the Suicide Prevention Grant

APPLICATION PROCESS

You may submit all materials online at www.wou.edu/prostaffapp

Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
- 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

As an alternative, you may submit application materials to:

S1724, Project Director, 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.**