



Educational Advisor

Department: Student Enrichment Program
Salary: Estimated \$38,000 annually
Recruitment #: S1835
Closing Date: Preference will be given to applications received by **May 30, 2018**. Position open until filled.

This is a full-time, 12-month, annually renewable, unclassified position in the Student Enrichment Program at Western Oregon University in Monmouth. The Student Enrichment Program is, in part, a federally-funded TRIO – Student Support Services grant program that provides services to students who are first-generation, low-income, or have documented disabilities.

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Minimum two years demonstrated experience successfully working in an academic advising capacity with diverse student populations (traditionally underrepresented groups, students with disabilities, and/or students who possess diverse academic, economic, and cultural needs)

Preferred Qualifications:

- Master's degree in counseling, education, student services, or a related field
- A background or personal experience similar to program participants (traditionally underrepresented groups, students with disabilities, and/or students who possess diverse academic, economic, and cultural needs)
- Bilingual competency in either Spanish or American Sign Language

****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

- Provide advisement/counseling to program participants
- Facilitate and promote the delivery of academic support services, seminars, workshops, and educational presentations
- In collaboration with the director and other staff members, develop and deliver a Summer Bridge orientation program for incoming SEP participants, peer advisor training program for Summer Bridge advisors, and will be periodically asked to provide design, content, and instruction for additional SEP courses and workshops
- Attend conferences and workshops to facilitate professional development as required by federal TRIO Student Support Services programs

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) Copy of unofficial transcript for highest degree earned

As an alternative, you may submit application materials to:

S1835, Educational Advisor, 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.