Assistant to the
Vice President of Student Affairs

Department: Division of Student Affairs
Recruitment #: S1857
Closing Date: Preference given to applications received by August 24, 2018. Position open until filled.

The Division of Student Affairs is looking for a person to fill the position of Assistant to the Vice President for Student Affairs. This is an eclectic position which combines serving as the budget manager for the office, overseeing several programs (National Student Exchange Program, WOU Safe Ride Program, Emergency Grant Program), and administering the National Survey on Student Engagement. This person frequently meets with students to assess and understand the needs facing the student in order to direct the student to appropriate services. The Assistant to the Vice President supervises one classified and several student employees and is responsible for training and evaluating these individuals. The ideal candidate will be able to multi-task, be detail-oriented, have experience managing budgets, supervising others, assessing programs and assessment development, work well with a diverse student body, and demonstrate initiative. This is a full-time, 12-month, annually renewable, unclassified position in the Division of Student Affairs at Western Oregon University (WOU) in Monmouth. The Division of Student Affairs fosters students’ academic, personal, and professional growth; educates students to recognize, respect, and appreciate diversity; and prepares students to be responsible and engaged citizens in a global community.

MINIMUM QUALIFICATIONS
- Bachelor’s degree
- Minimum of two years of experience in program management, supervision, and budget. A master’s degree in higher education administration or related field can be substituted for the two years of experience.

Preferred Qualifications:
- Master’s degree in higher education administration or related field
- Experience in assessing programs
- Working with college students

**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
Program Planning and Service Delivery
- Program direction of the National Student Exchange Program for domestic study away, study abroad to Canada and RA Exchange component
- Program direction of the WOU Safe Ride Program (WOLF Ride)
- Review and approve all student work hour limit exceptions for on-campus employment
- Provide on-going administrative review of requests for campus postings
- Meet with students and faculty regarding student travel policy; Review and approve student travel forms in the absence of the Vice President
- Serve as the Chairperson for the Outstanding Graduating Student Awards Selection Committee, WOU Outstanding Student Citizen Committee, and Student Affairs Endowment Committee
Personnel

- Supervise the Office Specialist 2 position assigned to Student Government (ASWOU and IFC)
- Serve as a resource and provide support to the Vice President of Student Affairs (VPSA) and directors regarding classified and unclassified personnel policies
- Hire, train, and supervise 7-9 student employees that provide office support for the WOU Safe Ride Program

Budget

- Serve as the budget officer for the division
- Develop and manage incidental fee funded budget for WOU’s Safe Ride Program
- Prepare various budget documents for the VPSA and the Upward Bound Program

Administrative and Assessment

- Maintain web pages and online forms for the office and programs
- Promote student participation in National Survey on Student Engagement
- Utilize COGNOS (data warehouse) to extract valid data and information for office and program use
- Respond to telephone and walk-in inquiries about the office, the University, appeals, grievance procedures; Serve as a resource regarding the Student Grievance and Complaint procedures
- Serve as a member and representative of the Vice President’s staff
- Assure annual campus notification and biennial review compliance for Drug Free Schools & Communities Act policy
- Confidential assistant to the Vice President
- Serve on campus committees

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:

S1857, Asst. to VPSA, 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.