



Office Coordinator

(Office Specialist 2)

Department: Office of International Education & Development
Recruitment #: S1913
Application Deadline: Review begins immediately. Position open until filled.
Salary Range: \$2431 - \$3528
Benefits:

Western Oregon University (WOU) offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Department / Job Summary:

This position is in the Office of International Education & Development (OIED) at Western Oregon University in Monmouth. The OIED office promotes the concept of internationalization across campus and to improve intercultural communication and understanding among WOU's students, faculty, and staff. OIED also supports and enhances international students' and scholars' academic, cultural, and social interaction at Western Oregon University. The office also serves as the primary link between international students and visiting scholars, to the university and the community. <http://www.wou.edu/international/>

This is a regular, 12-month, full-time position and is represented by the Service Employees International Union/Oregon Public Employees Union (SEIU). This position provides general administrative office support to the department's Assistant Vice President, Assistant Directors and their staff. Duties include direct collaboration with the Office of International Education & Development staff. This collaborative work supports the Assistant Vice President in data-driven monitoring, auditing and/or directing administrative-related activities. Duties include office management, application of administrative rules and policies, student policy, records management, unit reporting, budget management, scheduling, and public relations.

This position requires the ability to work effectively with multiple program leaders to independently translate broad directives into discrete tasks, to balance conflicting demands on time, to allocate resources based on independently-developed priorities, in consultation with the Assistant Vice President and Assistant Directors. This position also requires self-direction to accomplish goals, and familiarity with numerous computer hardware and software systems. It also involves extensive interpersonal contact with international students, academic and administrative personnel, and the general public via personal contact, telephone, fax, e-mail, web services, and written documents.

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.

Working Conditions:

Flexible schedule during quarterly registration period and during other scheduled programs. This may include evenings and weekends. During peak times of activity, employee is exposed to rapidly changing conditions requiring the ability to be flexible and adaptive.

Minimum Qualifications:

- Two years of general clerical experience. One year of which included typing, word processing, or other experience generating documents; OR
 - An Associate's degree in Office Occupations or Office Technology; OR
 - Graduation from a private school of business with a Certificate of Office Occupations or Office Technology and one year of general clerical experience.
- Knowledge and ability to utilize computers and related technology efficiently, and the ability to adapt to technology updates as they evolve
- This position requires excellent interpersonal skills and the ability to work cooperatively with others
- Must have the ability to work independently and efficiently, in direct collaboration with the assistant directors. Requires the ability to problem solve and make decisions independently.
- Ability to obtain and retain an Oregon driver's license and be able/willing to drive a 12-passenger van

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

Application Instructions:

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

Required application materials (PDF preferred):

1. WOU Employment Application
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 transcripts for highest degree earned (if needed to qualify)

As an alternative, you may also submit application materials to:

S1913, Office Coordinator, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to employment@wou.edu; OR fax to : 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.