



Business Manager

Department: Sponsored Projects
Recruitment #: S1926
Application Deadline: Review begins **May 28, 2019**. Position open until filled.
Salary Range: \$67,181 - \$79,036

Benefits:

Western Oregon University's 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 is a regular, 12-month, full-time, unclassified position in the Sponsored Projects office at Western Oregon University in Monmouth. The Sponsored Projects office serves as a liaison with sponsors and provides oversight and compliance review of sponsored project proposals and awards campus-wide.

The Business Manager will provide operational and financial support to the research centers by preparing financial and business reports for proposals, awards, and internal funding. This position will supervise and assist Center staff with financial and operational duties and meet regularly with Center directors, project directors, and various other staff.

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.

Minimum Qualifications:

- Bachelor's degree in Business Administration, Accounting, Finance, or other business related degree
- Minimum of five (5) years of post-award grants management experience
- Knowledge of effort reporting, grant financial reporting, cost sharing, program income, subawards, and some contract knowledge

Preferred Qualifications:

- Master's degree in Business Administration, Accounting, Finance, or other business related degree

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

Application Instructions:

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

Required application materials (PDF preferred):

1. WOU Employment Application 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 transcripts for highest degree earned

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

S1926, Business Manager, 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.