



# Office Coordinator/Program Assistant

## Administrative Program Assistant

Department: **Student Enrichment Program**

Salary Range: **\$2,607 - \$3,872**

Class: **C0107** Recruitment #: **S1908**

Closing Date: **Review begins immediately. Position open until filled.**

This position is in the Student Enrichment Program (SEP) at Western Oregon University in Monmouth. SEP is a federally-funded TRIO grant program that provides services to students who are first-generation, low-income, or have documented disabilities; and is one of ten units within the Division of Student Affairs dedicated to support the academic mission of the university. This is a regular, 12-month, full-time position and is represented by the Service Employees International Union/Oregon Public Employees Union.

### QUALIFICATIONS:

- Three years of office experience which included two years at full performance level and experience generating documents AND lead work responsibility or coordination of office procedures
- Excellent interpersonal and communication skills
- Ability to gather and organize data with accuracy
- The qualified candidate must be self-directed, flexible, and able to perform the tasks at hand with frequent interruptions.
- Experience and an excellent understanding of Google Suite, MS Word, Excel, Publisher, or other desktop publishing software and familiarity with databases

### Preferred Qualifications:

- Preference will be given to individuals who understand and may share a similar background to the student population that is served through SEP and have worked in an educational office setting, adhering to established educational policies and procedures.
- Bilingual competency in Spanish
- Experience with Banner Information System

**\*\*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:

- Oversight in designing, assembling, and maintaining program's administrative filing system; Coordinate with other departments to secure participant financial and academic information; Ensure that all necessary documentation exists and that folders are complete and current for program participants; Maintain confidentiality of financial and personal records of participants served by the program
- Develop and execute recruitment and orientation plan for new program participants; Prepare advising resources for participation in institutional orientation
- Prepare reports on SEP outcomes progress; Compile and analyze student information to create the Annual Performance Report for the US Department of Education; Monitor activities to ensure compliance with grant requirements and federal legislation/regulation; Collect and analyze information on participants from various campus offices and internal program data; Lead projects focused on student social integration, marketing and outreach, and student recognition

- Design and propose program changes to director for approval
- Hire, train, and supervise student workers and process student payroll; make purchase decisions for office operation
- Record, monitor, and track the intake, review, and admissions process for participant applicants to the SEP program. Create and correspondence to program participants, program brochures and informational flyers; Create and update policy and procedural manuals for office operations; Record minutes of weekly staff meetings, distribute and maintain an archive record of all staff meetings for staff members. Design and distribute office correspondence, which includes newsletters and emails to project participants and campus personnel. Provide and coordinate administrative support for professional, unclassified staff positions searches.
- Prepare purchase orders, journal vouchers, and conference registrations. Monitor and reclassify procurement card transactions, and assign transactions to appropriate index accounts, reconciling monthly general ledger statements with internal financial records for accuracy of charges/entries. Resolve questions/problems with budget records, billing, etc., adhering to WOU and OAR guidelines and policies. Maintain a record of all business transactions
- Respond to inquiries by prospective and current students, faculty, staff, and the public; Address complaints; Make public presentations regarding the Student Enrichment Program to staff, faculty, or members of the public. Update department webpage with training provided; Explain and/or clarify policies and procedures of the program and institution;
- Issue and monitor inventory of computers, electronic equipment, textbook library and other printer resources; Order office supplies as needed by staff; Assist in the maintenance of office equipment and inventories; Reserve state motor pool vehicles for staff and assist in the coordination and processing of travel of program staff

### **Special Working Conditions:**

This position will work many hours each day on the computer and split time between two work stations. Disruptions and foot traffic are common in this individual's work area since it shares floor space with office equipment and storage of files and supplies. On occasion, this individual may be requested to work during evening or weekend hours.

### **APPLICATION PROCESS**

***You may submit all materials online at [www.wou.edu/classified](http://www.wou.edu/classified)***

#### **Required Application materials (PDF preferred):**

- 1) WOU Employment Application form (available at [www.wou.edu/classified](http://www.wou.edu/classified))
- 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 submit application materials to:***

**S1908, Office Coordinator/Program Asst.**, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to [employment@wou.edu](mailto: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.**