



## Administrative Program Assistant

(Administrative Program Assistant)

**Department:** Behavioral Science Division  
**Recruitment #:** S1938  
**Application Deadline:** Review begins June 10, 2019. Position open until filled.  
**Salary Range:** \$2607 - \$3872

This is a regular, 12-month, full-time position and is represented by the Service Employees International Union/Oregon Public Employees Union (SEIU).

### 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 position is in the Behavioral Sciences division at Western Oregon University in Monmouth. The Division includes two departments, Psychological Sciences and Gerontology, including 21 faculty, and approximately 650 major and 350 minor students. The Behavioral Science division offers students preparation for professional careers and graduate study; prepares students at the Bachelor's and Master's levels; offers preparation for further study in psychology and gerontology and provides service to all students as a resource in their liberal education.

<http://www.wou.edu/behavioralsciences/>

This position provides confidential administrative support to the Chair of the Behavioral Sciences division by assisting with monitoring, auditing, and/or directing projects requiring research, analysis, evaluation and interpretation. Projects may include data collection for program evaluation, tracking enrollment trends for schedule planning, monitoring advising loads, coordinating HR accommodations for faculty with special needs, assisting with onboarding new faculty, etc. This position also provides support to the Psychological Sciences and Gerontology Department Heads, faculty and students. This position manages the office, interprets and applies laws, policy & procedure, controls service and supplies budget, and data collection and retention for the division.

***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:

- 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.
- Ability to use a personal computer and various software programs for word processing, database and spreadsheet management
- Ability to change job priorities frequently, accomplish multiple tasks on a timely basis, and a high level of organization
- Excellent interpersonal skills, high level of customer service, and the ability to work with a wide range of diverse populations

### Preferred Qualifications:

- Previous advising or accounting experience
- Proficiency with Banner Financial Information System (FIS) and Banner Student Information System (SIS), database management programs, room scheduling software, and webpage design (e.g. Cognos, Astra, Contribute, WordPress)

***\*\*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](http://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

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

**S1938, APA**, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to [employment@wou.edu](mailto: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.**