



## Coordinator for Student Organizations & Activities

**Department:** Student Engagement  
**Recruitment #:** S1940  
**Application Deadline:** Review begins June 30, 2019. Position open until filled.  
**Estimated Salary:** \$38,000 annually

This is a regular, 12-month, full-time unclassified position in the Student Engagement Department at Western Oregon University in Monmouth.

### 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:

The Student Engagement office provides services to students in areas such as leadership development, diversity and social justice education, non-traditional student services, advisement of student organizations, event advisement process, special awards programs, traditional campus programs, and coordination of New Student Week activities. The activities provided to students at WOU enhance social, recreational, and cultural development by fostering participation in the social, intellectual, and aesthetic life of the campus. Student Engagement is a department committed to providing active and passive opportunities for students at WOU to learn more about topics related to diversity, social justice and multiculturalism at WOU and in society as a whole. Through debate, discussion, leadership opportunities, peer involvement, and proactive celebration of diversity, this position will encourage students to become role models and positive forces for change. <http://www.wou.edu/student-engagement/>

The Coordinator for Student Organizations & Activities provides direct advisement to the Student Activities Board to ensure the successful implementation of campus events. The coordinator plans and implements several traditional department-sponsored events including summer programs, Family Weekend, Homecoming, and WOUMania, as well as other events as requested in order to develop and maintain internal and external community building. The coordinator oversees all aspects of the Fraternity and Sorority Life program. Additionally, the coordinator supports the efforts of all chartered student organizations. The coordinator also service on various campus committees as assigned and/or desired.

If you are interested in this position and would like to view the complete Position Description, please follow this link: [Coordinator, Organizations & Activities](#)

***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:

- Master degree in student services, college student personnel, or related field
- Experience in event planning, advising student organizations, and/or managing groups or teams; significant experience coordinating events as an undergraduate will be considered
- Excellent written and oral communication skills
- Ability to advise students and develop professional working relationships
- Initiative and creativity in regards to designing new and innovative programs
- Demonstrated commitment to diversity

**Preferred Qualifications:**

- Previous professional or graduate level work in a Student Activities Office, Fraternity & Sorority Affairs, Student Housing, or other Student Engagement area that directly advises student organizations
- Programming experience in one of the following functional areas: student activities, student union, or residential life
- Knowledge and experience working with Fraternity & Sorority Life
- Knowledge and experience working with student programming boards and/or student organizations

**Working Conditions:**

- This position adheres to a standard of a professional work week, although the ability to work irregular hours including weekends and evenings is required.
- Travel periodically with students and staff members for overnight conferences, retreats, etc.

***\*\*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](http://www.wou.edu/prostaffapp)

**Required application materials (PDF preferred):**

1. WOU Employment Application available at [www.wou.edu/prostaffapp](http://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:**

**S1940, Coordinator, Student Organizations & Activities**, 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.**