



Assistant Director of Experiential Learning

Department: Service Learning & Career Development
Recruitment #: S1951
Application Deadline: Preference given to applications received by **August 8, 2019**. Position open until filled.
Salary Range: \$43,000 - \$52,000

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 Center for Service Learning & Career Development (SLCD) at Western Oregon University in Monmouth. The Center for Service Learning & Career Development provides a comprehensive approach to career preparation, professional development, and service to the community through relevant and experiential education opportunities. SLCD aspires to develop aware, engaged, and thoughtful citizens who contribute to the greater community through action, change, and learning. <http://www.wou.edu/slcd/>

The Assistant Director coordinates and manages experiential learning (EL) programs in SLCD, specifically internships, Alternative Break, and volunteering. The position provides leadership on promoting best practices, streamlines external and internal outreach for EL, spear-heads on- and off-campus efforts to raise the profile and number of quality of internships for WOU students, and increases access for students facing barriers to EL.

This position manages up to three student workers, meets with students exploring internships, and provides training and mentoring to Alternative Break leaders. The Assistant Director develops substantial and continuing contacts with businesses, industry and government representatives and/or recruiters in order to establish meaningful work-learn experiences for WOU students.

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's degree required;
- Skill in establishing effective working relationships with students,
- Skill in establishing effective working relationships with staff of all levels, faculty, academic personnel, employers and alumni;
- Experience advising students/clients involving career development/experiential learning issues and demonstrated understanding of career development issues;
- Experience designing and delivering workshops/programs;
- Experience and proficiency with incorporating the use of technology; excellent writing, presentation, and organizational skills.

Preferred Qualifications:

- Experience with experiential learning programs;
- Knowledge of best experiential learning practice;
- Experience working with a diverse group of people preferred.

*****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:

S1951, Director, Experiential Learning, 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.