



## Paralegal and Executive Assistant to the Vice President & General Counsel

**Department:** Office of Vice President & General Counsel  
**Recruitment #:** S1949  
**Application Deadline:** Review begins **August 12, 2019**. Position open until filled.

### 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 Office of the Vice President & General Counsel (VPGC) at Western Oregon University in Monmouth. The Office of the VPGC provides in-house legal services to the University and its Board of Trustees on a full range of legal issues, including but not limited to the following: employment, student affairs, procurement, real estate, intellectual property, grievances, complaints, collective bargaining, policy development, training, and lawsuits.

The Paralegal and Executive Assistant provides support to the Office of General Counsel in discharging the duty to provide legal advice to the Board and University.

This position shepherds and assists the Office of the General Counsel in the following ways:

- All procurement-related matters, including but not limited to the following: review of templates and outside contracts, monitoring and supervising competitive procurements, including RFPs and Invitations to Bid, and ensuring compliance with the University's procurement code.
- Organization and effective operation of the policy development process, including but not limited to the following: research, assisting units across campus in reviewing and editing policy drafts for consideration and approval, developing agendas for both the Executive Policy Council (EPC) and the Policy Council, indexing and organizing policies for distribution and posting on the website.
- Legal research, investigations, and other preparations necessary for trials, risk management, insurance renewals, work with outside counsel and other duties as assigned
- Assists, as necessary, with legislative and political affairs, including but not limited to the following: review of proposed legislation, organization of meeting with legislators and other government affairs representatives, and retreats, and, to the extent required, assistance with preparing the President, VPGC, and AVP for Public Affairs and Strategic Initiatives for Oregon Council of Presidents meetings
- Assists in scheduling meetings and other logistical matters for the Office of the General Counsel, including but not limited to the following: maintain calendars, answering the Office's telephones, and organizing E-mail communications

***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
- Minimum of five (5) years related work experience (e.g., paralegal, executive assistant in a complex organizations, substantial writing/drafting/research)
- Ability to maintain tact, discretion, and appreciation for confidentiality
- Demonstrated experience in research, communicating effectively, both written and oral, and exercising sound and reasoned judgment
- Comfort or experience with the higher education culture and a public sector employer
- Comfort or experience working with a chief executive and/or senior administrator

**Preferred Qualifications:**

- Advanced degree, with specific emphasis on a law degree (J.D.); member of the Oregon State Bar
- Experience serving as a paralegal in a complex organization
- Experience in public policy and Oregon State Capitol
- Experience in conducting employment-related investigations
- Experience in public sector collective bargaining
- Experience in working with policies, administrative rules, or other procedures/processes

***\*\*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:**

**S1949, Paralegal & Executive Assist.**, 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.**