



## Dean's Office Coordinator

(Office Specialist 1)

**Department:** College of Liberal Arts & Sciences  
**Recruitment #:** S1955  
**Application Deadline:** Review begins **August 14, 2019**. Position open until filled.  
**Salary Range:** \$2190 - \$3076

### Benefits:

Western Oregon University 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 Dean's Office in the College of Liberal Arts & Sciences (CLAS) at Western Oregon University in Monmouth. The Dean of the College of Liberal Arts & Sciences oversees all operations of the College, which comprise about 2/3 of the University's academic programs and curriculum. The Dean's Office is charged with the responsibility of managing the degree programs within eight academic divisions; personnel management for about 240 faculty; and the annual management of approximately \$24 million in budget. In addition, the Dean's Office is charged with the implementation of Academic Affairs strategies relative to program planning, program reviews, documentation for accreditation, and assessment. <https://www.wou.edu/las/message-from-the-dean/>

This is a 12-month, full-time, limited duration position with an estimated contract through June 30, 2021, and is represented by the Service Employees International Union/Oregon Public Employees Union (SEIU).

The Coordinator will provide a friendly and welcoming presence in the Dean's Office, providing support and customer service for visitors, and will serve as back-up person for the 7:30am opening of the Humanities & Social Science building. This position will coordinate office calendars, scheduling, and supplies; attend weekly team meetings; and compile, edit, and disseminate minutes and meeting agendas.

The Coordinator will monitor and maintain LAS websites and social media; coordinate and produce the Dean's Office newsletter; complete reports; and coordinate inter- and intra-departmental communications on behalf of the Dean. This position will coordinate Dean's Office files and enter invoices into Banner and review for completion and accuracy. The Coordinator is responsible for procurement card and monthly reconciliation. The Coordinator will also arrange events and travel for Dean's Office events.

This position provides aid to the Dean's Assistant with specialized records and other duties as assigned.

***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:**

- One year of general clerical experience which included typing, word processing, or other generation of documents
- Exceptional customer service skills and the ability to work cooperatively with a diverse population of students, faculty, and staff
- Strong written and spoken communication skills
- Familiarity with and the ability to use various computer programs, especially Word and Excel

**Preferred Qualifications:**

- Experience with Banner, Astra, and/or website program experience
- Understanding of general accounting practices
- Familiarity with other areas of Western Oregon University

**\*\*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 [available here](#)
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

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

**S1955, Dean's Office Coordinator**, 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.**