



Office Specialist

(Office Specialist 2)

Department: Facilities Services
Recruitment #: S1963
Application Deadline: Review begins immediately. Position open until filled.
Salary Range: \$2431 - \$3528

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 Facilities Services department at Western Oregon University in Monmouth. Facilities Services is a service-oriented organization charged with the responsibility of maintenance and operations of the buildings and grounds allocated to Western Oregon University. <https://www.wou.edu/facilities/>

The Office Specialist provides customer service to staff, students, faculty, vendors, and visitors and serves as primary reception to the Facilities Services department. This position will provide information regarding rules, processes, procedures, and department services and route individuals to the appropriate areas, as needed. The Specialist will serve as dispatch for routine and emergency repairs. This position will also type correspondence, reports, and memos; place service calls and order office supplies; and arrange travel and submit travel forms for all Facilities Services employees.

The Office Specialist maintains program operation logs and statistics; schedules appointments and maintain calendars; coordinates meetings and prepares meeting materials; supports professionalism within the office; and organizes and maintains the filing systems.

This position pays invoices and credit memos and inputs monthly JVs while working closely with vendors regarding billing; The Specialist reviews monthly time and attendance records; inputs records for trades personnel, and make cash deposits.

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.

Working Conditions:

- Typical office environment including repetitive duties such as computer entry, filing, and long periods of sitting.
- Ability to lift 30 pounds.

Minimum Qualifications:

- Two years of general clerical experience. One year of which included typing, word processing, or other experience generating documents; **OR**
 - An Associate's degree in Office Occupations or Office Technology; **OR**
 - Graduation from a private school of business with a Certificate in Office Occupations or Office Technology and one year of general clerical experience.
- Ability to use a personal computer and various software programs for word processing, database, and spreadsheets
- Strong time management and organizational skills, attention to detail, and the ability to balance multiple priorities
- Excellent customer service and interpersonal skills and the ability to work with a diverse population
- Ability to obtain and maintain an Oregon Driver's License

*****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

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
5. Copy of unofficial transcripts for highest degree earned (only if needed to qualify)

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

S1963, Office Specialist., 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.