Administrative Program Assistant
(Administrative Program Assistant)

Department: Humanities Division
Salary Range: $2499 - $3712 monthly
Class: C0107 Recruitment #: S1620
Review Date: Review of applications begins April 27, 2016. Position closes open until filled.

This is a regular, full-time, 12-month position in the Humanities Division and is represented by the Oregon Public Employees Union/Service Employees International Union. The Humanities Division consists of the Departments of English, Writing, and Linguistics, Modern Languages, Philosophy and Religion, and Communication Studies. As part of the College of Liberal Arts & Sciences (LAS), we offer major and/or minor degree programs in Literature, Linguistics, Writing, Language Arts, Humanities, French, German, Spanish, Philosophy, and Speech Communication. The Humanities Division, employs 27-30 full-time and 25-30 fixed-term faculty housed in four different buildings.

REQUIRED QUALIFICATIONS

• Three years of office experience which include two years at full performance level and experience generating documents and lead work responsibility or coordination of office procedures
• Excellent computer skills using IBM compatible computer and various software programs for word processing, database and spreadsheets, with the ability to learn new programs quickly as needed
• Demonstrated experience with general accounting practices including budget monitoring and processing
• Excellent communication and customer service skills are necessary, as this position is the first contact for the division
• Experience in an advising role, providing general information to others regarding programs, services, and products
• A keen attention to detail in order to perform the functions of the position with accuracy
• Must be flexible and be able to handle multiple tasks concurrently with frequent interruptions
• The ability to problem-solve, demonstrate initiative and self-direction, work independently, and meet firm deadlines
• Excellent interpersonal skills, an understanding of group processes, and the ability to work with and advise a diverse population

Preferred Qualifications

• Bachelor’s degree
• Experience using BANNER Financial Information System (FIS) and Banner Student Information System (SIS)
• Experience producing class schedules or similarly elaborate schedules using Astra or similar room scheduling software program

DUTIES AND RESPONSIBILITIES:

Academic Schedule

• Compile all Humanities Division student enrollment data utilizing the Banner SIS Student Information System to determine course scheduling
• Collaborate with the chair/faculty to build the division’s academic class schedule, inputs term schedule and assigns the “Schedule Type” coding for each course into the Banner Student Information System; Collect historical data and collaborate with the Humanities department heads and division chair to determine number of sections offered each term; Build academic year schedule in Excel; Edit term schedule for changes and corrections; Manage class room assignments/changes in Astra room scheduling system
• Compile and monitor FTE information for division faculty and instructors

Budget/Purchasing/Data Collection

• Serve as liaison between the Humanities Division Office and all other University agencies and students
• Develop the annual Division Supplies and Services budget in consultation with the Division Chair
• Maintain varied and moderately complex budget controls for the Humanities Division
• Utilize Banner FIS to initiate purchase orders, journal vouchers, and all budget-related documents for equipment,
supplies, travel, and travel reimbursements
• Manage and maintain Division’s procurement card following state guidelines
• Manage inventory of office equipment

Office Operations
• Supervise the Humanities division office and work study student(s) and schedules
• Attend and participate in on-campus recruitment programs

Faculty searches
• Coordinate multiple faculty searches for the four departments within the Humanities Division; Responsible for planning campus interviews, telephone conferences, initiating the pre-travel and expense authorizations, making travel arrangements, setting up a confidential file management system, determining file completion, initiating purchase orders, arranging for the reimbursement of candidate expenses and approving payment for vendors’ services

Program Interpretation
• In consultation with the Division Chair, give general program interpretation to students on planned programs and course requirements as currently stated in official catalogs and brochures
• Oversee the Spanish Placement Test and provide general advisement to students on their placement in consultation with the Spanish Department; Coordinate group testing during the various SOAR sessions and consult with Computer Services on program and service issues
• Process all By Arrangement and Course Substitution Forms related to Humanities courses

TO APPLY SUBMIT THE FOLLOWING:
1) WOU Employment Application form (available at www.wou.edu/classified)
2) Letter of application that addresses each qualification of the position
3) Resume
4) Contact information for three references

Send to: S1620, Administrative Program Assistant, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; OR e-mail to employment@wou.edu; OR fax to: 503-838-8144.

Western Oregon University is an AA/EO/Veteran/Disability employer committed to increasing the diversity of its workforce.