Office Coordinator
(Office Specialist 2)

Departments: Werner University Center / Student Leadership & Activities
Salary Range: $2331 - $3382 monthly
Class: C0107 Recruitment #: S1611
Review Date: Review of applications begins on March 4, 2016 – position open until filled

This is a regular, full-time, 12-month position in the Werner University Center/Student Leadership and Activities (WUC/SLA) office and is represented by the Oregon Public Employees Union/Service Employees International Union. Western Oregon University’s (WOU) Student Leadership and Activities office provides services to students in the following major areas: leadership development, diversity and social justice education, non-traditional student services, advisement of student organizations, event advisement process, special awards programs, traditional campus programs and coordination of New Student Week activities. The Werner University Center supports a range of activity opportunities for the campus including cultural and social activities, food services, lounge and meeting space, student affairs offices, bookstore services, recreational opportunities and hosting major campus events.

QUALIFICATIONS

• Two years of general clerical experience, one year of which included typing, word processing, or other experience generating documents
• The ability to multi-task in a high traffic environment while providing a high level of customer service to students and staff
• Demonstrated high level of energy, excellent interpersonal skills, attention to detail, and the ability to organize work effectively
• Proficient computer skills including Word, Excel, Publisher, and E-mail, as well as the ability to learn and work with department and specialized computer software programs
• Ability to troubleshoot general hardware issues with department printers, laptops, and computer lab equipment

DUTIES AND RESPONSIBILITIES:

Secretarial/Administrative:
• Serves as secretarial support to the Werner University Center, Student Leadership & Activities Director
• Types and proofreads a variety of documents: letters, forms, procedures, reports, draft brochures, programs and invitations
• Schedules meetings and appointments
• Provides minutes and meeting coordination for the WUC Advisory Board, Student Media Board, Departmental Office meetings, and the IFC Internal Review Committee
• Supports the Stonewall Center, Fraternity and Sorority Council, and Orientation PLUS team
• Coordinates all department staff recognition events
• Coordinates travel arrangements and other support for WUC/SLA staff, Student Media, and the student-run Student Activities Board (SAB)
• Coordinates and supervises the campus Wolfie program
• Provides programmatic support and administrative tasks for Premiere Night, Homecoming, Holiday Tree Lighting, Family Weekend, Leadership Recognition Night, WOU Mania, and Freebie Fridays

Office Coordination/Business Functions:
• Order office supplies and maintain supply inventory. Coordinate repairs and communication with various vendor machines and office equipment in the building such as ATM machines, printers, copy machines, etc.
• Provides assistance to the WUC Information Desk, as needed and directed by the front desk supervisor
• Maintains and provides support to WUC computer lab and e-mail stations
• Schedules check out of laptop computers for student use and audits for damage and software problems when returned
Information and Assistance:

- Provides information regarding the WUC/SLA services, directs inquiries to appropriate staff member or refers individuals to other university offices.
- Explains and clarifies rules, processes, and procedures to students, staff, faculty, and the public

WORKING CONDITIONS:

- The office has a very high volume of contact with students, staff, etc.--both telephone and in person. Often times the office is very busy and requires employee to deal with multiple tasks and people while maintaining excellent customer service
- Work space is located in an open, high traffic main office environment
- Work schedule may require some evening and weekend hours for specific WUC/SLA programming. Evening and weekend hours are scheduled well in advance.

TO APPLY SUBMIT THE FOLLOWING:

1) WOU Employment Application form (available at [www.wou.edu/classified](http://www.wou.edu/classified))
2) Letter of application
3) Resume
4) Contact information for three references

Send to: S1611, Office Coordinator – WUC/SLA, Western Oregon University, Human Resources 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.