Catalog and Scheduling Coordinator
(Administrative Program Assistant)

Department: Registrar’s Office
Salary Range: $2499 - $3712 monthly
Class: C0107 Recruitment #: S1615
Review Date: Review of applications begins immediately. Position closes March 28, 2016
(Close date extended – Open until filled)

This is a regular, full-time, 12-month position in the Registrar’s Office and is represented by the Oregon Public Employees Union/Service Employees International Union. The Registrar’s Office is a core strategic office that supports the whole of the university community in the functions of registration, records, degree clearance, commencement, curriculum management, course scheduling, veterans’ services, state/federal/international compliance, and other analysis and strategic planning in support of the university’s mission.

QUALIFICATIONS
• Three years of office experience which includes two years at full performance level and experience generating documents
• Lead work responsibility or coordination of office procedures
• Demonstrated customer service experience and strong communication skills in person, by telephone, and in writing
• Ability to work independently, as well as part of a team
• Must be detail-oriented and proficient in the use of technology

Preferred Qualifications
• Experience with Banner SIS

**A criminal background check will be required as a condition of employment

DUTIES AND RESPONSIBILITIES:
• Provide training to campus staff in the use of Banner to schedule course offerings each term; monitor the course schedule for accuracy and adherence with University policy, procedure and standards; serve as an expert resource for campus staff seeking assistance with more complex scheduling questions, concerns, or issues; schedule non-standard courses; coordinate with campus departments in the release of the course schedule for each term; develop and maintain an effective cycle for term-by-term course scheduling; identify changes in trends that may signal a need to reconsider current processes and decisions; complete course scheduling changes after the deadline
• Participate in the Curriculum Committee; monitor, respond, and complete the Curriculum Portal; provide expertise in Banner SIS catalog and course scheduling functionality and restrictions; exhibit strong communication skills with campus faculty and administrators; provide timely feedback regarding potential issues or misunderstandings; provide timely entry of finalized, approved program and/or course information to facilitate program and course availability; manage entry of data into Banner SIS; serve as a point of contact for higher education colleagues around the state that require more information regarding WOU’s curricular and course changes; develop and maintain an effective cycle for management of annual curricular changes; identify trends that may signal a need to reconsider current processes and decisions; manage course fee entry at the catalog and section levels
• Create courses in support of special programs; coordinate with registration staff to enroll students in courses associated with these unique programs; create equivalent courses for WOU Study Abroad programs per information provided by the Study Abroad departments and enter appropriate courses directly into the student’s academic history; recruit and train additional Registrar’s Office staff to assist in these duties during peak periods
DUTIES AND RESPONSIBILITIES (cont.):

- Communicate Student Orientation and Registration (SOAR) reserved seating processes and timelines to divisions/departments; manage the timely delivery of freshmen enrollment statistics to other divisions/departments; track the return of reserved seating requests from each area; apply critical thinking to the requests received; input reserved seating data into Banner per specifications; recruit and train additional Registrar’s Office staff to assist in these duties during peak periods; confirm that newly admitted freshmen are automatically being assigned to appropriate codes; conduct testing to ensure that reserved seating is working; communicate any complications, delays, or problems to the Registrar / Assistant Registrar
- Perform commencement duties as assigned to ensure that the university commencement ceremony is a successful, well organized event

WORKING CONDITIONS:

- Occasional evening or weekend hours and travel for work and/or professional development may be required
- Work primarily takes place in an office environment with long periods of time at a computer workstation
- Frequent interruptions (in-person and phone) occur
- Works regularly with staff, students, and instructors; some of whom will be upset and require more time and care

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: S1615, Registration Clerk, 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.