Operations Coordinator

(Administrative Program Assistant)

Department: Center for Academic Innovation
Salary Range: $2499 - $3712 monthly
Class: C0107 Recruitment #: S1655
Review Date: Review of applications begins September 15, 2016. Position open until filled.

This is a regular, full-time, 12-month position in the Center for Academic Innovation (CAI) and is represented by the Oregon Public Employees Union/Service Employees International Union. The mission of the Center for Academic Innovation is to help Western Oregon University serve the evolving educational needs of the population in its region. The primary lens through which the CAI serves its mission is the support and delivery of flexible and creative academic and professional development educational opportunities both on and off campus.

QUALIFICATIONS

- Three years of office experience which included two years at full performance level and experience generating documents; and lead work responsibility or coordination of office procedures.
- Proficient with Windows operating system and common office software, including Microsoft Office suite (Excel, Word, PowerPoint)
- Excellent verbal and written communication skills
- High level of adaptability and problem solving skills
- Ability to work independently and with discretion

Preferred Qualifications

- Experience with Banner Student Information Systems (SIS) and Financial Information Systems (FIS)

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

DUTIES AND RESPONSIBILITIES:

- Provide a variety of operational coordination activities: Conduct and review operational fiduciary activities such as accounts payable, accounts receivable, budget tracking and reporting, purchasing and serve as procurement card custodian; Prepare financial, state authorization, student data, and other relevant reports; Provide departmental BANNER SIS/FIS expertise, support, and training; Identify and recommend departmental process improvements
- Admit and register students, data management, and collaboration with other administrative offices for the following programs within the division such as Willamette Promise, and Credit Overlay; represent the department at internal and external meetings
- Coordinate facilities and workshops; Track workshop attendance and administer workshop evaluations, Procure materials; Monitor facilities technologies and contact appropriate entities for repair; Manage equipment check-out and return; Maintain department key inventory
- Provide communication and public relations front-line support; Maintain events calendar; Publicize and communicate about upcoming workshops and events; Implement website changes; Coordinate social media efforts

WORKING CONDITIONS:

- Employee is required to work a flexible schedule during peak support times. This may include evenings and weekends.
- During peak times of activity, employee is exposed to rapidly changing conditions requiring the ability to be flexible and adaptive

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: S1655, Operations Coordinator, 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/EEO/Veteran/Disability employer committed to increasing the diversity of its workforce.