Administrative Program Assistant

Department: Health & Exercise Science / College of Education
Salary Range: $2,499 - $3,712 monthly
Class: C0107 Recruitment #: S1647

This is a regular, full-time, 12-month position in the Health & Exercise Science Division (HEXS) within the College of Education and is represented by the Oregon Public Employees Union/Service Employees International Union. The division employs 11 tenure-earning, full-time faculty; 9 full-time, non-tenure track (NTT) faculty; and 10-13 part-time NTT faculty. This position is the sole staff support for the division providing fiscal, administrative, and program support.

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
• A keen attention to detail
• 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

Physical Requirements: Must have the ability to occasionally lift boxes of paper and supplies up to 50 pounds.

DUTIES AND RESPONSIBILITIES:
• Fiscal Support: Develop the initial S&S budget for the division annually, providing input on level of funding request and appropriate expenditures to be included or omitted. Manage the division’s two S&S budgets: student fees, and division operation and the division’s WOU Foundation accounts. Decide on division and administrative supply needs and appropriate vendors; Provide monthly reports to the division chair. Administer faculty travel and personal reimbursements, administrative and instructional equipment inventory, manage the division procurement card, ensuring division employees adhere to the OUS and WOU policies and procedures.
• Academic Schedule: Develop and manage the division’s class schedule in Banner SIS each term and manage the division’s schedule for final exams, determining the time and location of classes. Provide report for review each term to division chair, faculty, and dean’s office. Manage submission of temporary course approvals. Manage on-going class schedule adjustments during the term.
• Program Information: Develop and manage division website and other informational materials. Provide and interpret division program information for prospective and current major/minor students. Instruct and advise majors/minors regarding degree program requirements, assisting students in completing a declaration major, assigning faculty program advisors, and providing a quarterly report of majors and academic advisors to the division chair. Manage division catalog submission annually. Assist division faculty and chair with determining appropriate social media tools to best meet the division program marketing and data needs.
• **Data:** Develop and manage division data reports using data from Banner SIS and FIS, providing reports to division chair and dean's office. Design, develop, and manage the division database, providing reports each term on student data and faculty/program productivity to division chair. Assist division chair with class enrollment management, providing reports on class enrollment and waitlist enrollment.

• **Personnel:** Manage the administrative aspects of faculty searches. Manage initial setup of new employees for the division, ensuring necessary paperwork is completed with Human Resources. Determine appropriate office and equipment needs, computer needs, and facility access. Manage faculty schedules, developing and compiling workloads each term. Manage faculty absences, reporting absences to the division chair daily and to the dean’s office and Human Resources at the end of each term. Cancel classes and notify students when necessary.

• **Administrative:** Serve as building manager for the NPE, OPE, HWC, stadium, and outdoor academic facilities. Develop procedures and policies for access and usage. Plan, coordinate, and execute division and program events, handling the administrative details. Assist division employees and guests with travel accommodations. Monitor that division faculty are meeting grade submission deadlines at the end of each term. Manage the division chair evaluation process in coordination with the division Personnel Review Committee (PRC) chair. Perform general office duties for the division. Attend and participate in on-campus recruitment programs (i.e. SOAR, Preview Day, Transfer Day, registration) as needed.

**APPLICATION INFORMATION:**

**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 that addresses each qualification of the position
3) Resume
4) Contact information for three references
5) Unofficial copy of transcript for highest degree earned

*Send to:* S1647, APA - COE, 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.

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