Educational Advisor

Department: Student Enrichment Program
Salary: Estimated $35,000 annually
Recruitment #: S1649
Closing Date: Review of applications will begin August 4, 2016. Position open until filled.

This is a full-time, 12-month, annually renewable, unclassified position in the Student Enrichment Program at Western Oregon University in Monmouth. The Student Enrichment Program is, in part, a federally-funded TRIO – Student Support Services grant program that provides services to students who are first-generation, low-income, or have documented disabilities.

MINIMUM QUALIFICATIONS
- Bachelor’s degree
- Minimum two years demonstrated experience successfully working with diverse student populations (traditionally underrepresented groups, students with disabilities, and/or students who possess diverse academic, economic, and cultural needs)

Preferred Qualifications:
- Master’s degree in counseling, education, student services, or a related field
- A background or personal experience similar to program participants (traditionally underrepresented groups, students with disabilities, and/or students who possess diverse academic, economic, and cultural needs)
- Bilingual competency in either American Sign Language or Spanish
- Classroom instruction experience

DUTIES AND RESPONSIBILITIES
- Provide advisement/counseling to program participants
- Facilitate and promote the delivery of academic support services, seminars, workshops, and educational presentations
- In collaboration with the director and other staff members, develop and deliver a First Year Experience course for incoming SEP participants
- Collaborate with University faculty and staff
- Attend conferences and workshops to facilitate professional development as required by federal TRIO Student Support Services programs

TO APPLY SUBMIT THE FOLLOWING (PDF preferred):
1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
2) Letter of application
3) Resume
4) Contact information for three references
5) Unofficial copy of transcript for highest degree earned

Send to: S1649, Educational Advisor, 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.