Coordinator of Special Outreach & Support Programs

Department: The Division of Natural Science and Mathematics & the Office of Admissions
Salary: $38,000 - $40,000 annually
Recruitment #: S1645
Closing Date: Review of applications begins July 5, 2016. Position is open until filled.

This is a full-time, 12-month, temporary position in the Admissions department & Natural Science and Mathematics Division at Western Oregon University in Monmouth. Fifty percent of the position is funded through a HECC STEM Innovation Grant that is administered through The Research Institute.

The Division of Natural Sciences and Mathematics houses the Departments of Biology, Chemistry, Earth and Physical Sciences, and Mathematics. The division offers majors and minors in STEM disciplines, via a rigorous curriculum and strong support from faculty and staff.

The Office of Admissions’ responsibilities include student recruitment, admission processing, on-campus and off-campus recruitment programming, campus tours and tele counseling.

MINIMUM QUALIFICATIONS

- Bachelor’s degree
- Work experience in admissions residence life, academic advising, or another setting involving students in higher education
- Demonstration of strong oral and written communication skills, including public speaking
- Strong organizational skills, attention to detail, ability to succeed in a fast-paced work environment while managing multiple priorities

Preferred Qualifications:

- A degree from Western Oregon University
- Proficiency in spoken and written Spanish
- Experience communicating and interacting effectively with a team, with partners, and with clients
- Experience in program development and event planning
- Supervisory experience
- Experience and success in working with community organizations
- Experience working on projects independently

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

DUTIES AND RESPONSIBILITIES

The position has duties in two areas of the university:

Natural Sciences/Mathematics (.50 FTE): This position will coordinate Western Oregon University’s pilot program to support STEM students from under-represented groups (OR AMP at WOU). Through these activities, this role expands WOU’s efforts to recruit and support diverse students in STEM disciplines with the long-term outcome of increasing the diversity of students who are retained and ultimately graduate in STEM programs. In order to achieve this outcome, the university must identify, develop, and pilot a system that (1) welcomes diverse students to WOU; (2) provides academic support, social support and community for diverse students; (3) empowers diverse students to imagine and achieve futures in STEM fields; (4) engages WOU faculty, staff and programs as collaborators in this work.
Admissions (.50 FTE): Support existing partnerships that focus on supporting the academic progression of underserved students into college. Responsibilities will include organizing the annual Cesar Chavez Leadership Conference, and support and advising of students in the Bilingual Teacher Scholars Program. Additional Admissions Office responsibilities may be assigned by the Associate Provost, Director of Admissions or Assistant Directors, including but not limited to support of recruitment, yield and orientation programs, and assisting with processing of applications for admission.

Working Conditions:
Candidates must have a valid Oregon Driver License, be able to lift recruitment material up to 50 pounds, and have the flexibility to work irregular work hours, evenings and weekends, as needed.

TO APPLY SUBMIT THE FOLLOWING (PDF preferred):
1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
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: S1645, Coordinator, Special Outreach/Support Programs,, 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.