



Bilingual Writing Specialist

Recruitment #:	S24106
Review Date:	Review date 1/17/25 Open until filled
Department:	Writing Center/Library and Academic Innovation
Salary Rate:	\$41,620 - \$48,965

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon’s lush Willamette Valley, WOU is about 20 minutes from Salem, the state’s capital and about 75 minutes from Portland, the state’s cultural hub.

Western is one of Oregon’s oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It’s known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 41% of undergraduates being students of color.

Position Summary:

The Bilingual Writing Specialist supports the work of the Writing Center Director, provides professional development for Writing Center tutors, and provides direct consultation services. Specifically, the Specialist provides culturally and linguistically responsive support for bilingual Spanish-English undergraduate and graduate students, including heritage speakers of Spanish. This support is provided through personalized consultation services such as one-on-one tutoring as well as group tutoring and workshops. Further, collaborating with the Director, the Specialist will help train writing center tutors on effective strategies for supporting bilingual students and will conduct workshops on oral and written communication tailored to diverse cultural backgrounds. In addition to direct tutoring, the specialist will manage essential writing center operations such as scheduling and communication and engage in outreach activities to promote services across campus. Collaboration with faculty and staff is key to improving the academic experience for bilingual students. This includes active engagement in curricular and extracurricular activities geared towards supporting bilingual students, as well as contributing to the assessment of the effectiveness of the bilingual support program. The specialist will participate in continuous professional development to stay updated on best practices in bilingual education and writing support.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Required Qualifications:

- Bachelor’s degree
- Spanish language and literacy skills: speaking, reading, and writing fluency
- Outstanding writing skills
- Experience working in a writing center

Required Application materials: Please only submit the required items listed below

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses the required qualifications for the position
3. Resume/CV

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Women, Black, Indigenous and people of color, veterans, people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position. All interested individuals are encouraged to apply even if they do not meet every one of the preferred qualifications listed.

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the [online request form](#) at least three (3) business days in advance. If you have questions, contact Disability Services (ODS) at 503-838-8250 or ods@wou.edu.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at wou.edu/hr/employment/jobs/. Unfortunately, due to the volume, it is challenging for us to offer individual updates on the status of each application, and for that, we sincerely regret any inconvenience. We thank you for your patience and interest in employment at Western Oregon University.