



Grant Administrative Assistant

Recruitment #: S2518
Review Date: Immediate review | Open until filled
Department: COE Dean's Office/HEXS Division
Hourly Rate: \$19.67 - \$29.66 [[Salary Steps](#)]

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 over 41% of undergraduates being students of color.

Position Summary:

The Grant Administrative Assistant provides essential administrative support to the College of Education (COE) administrators, with a primary focus on business operations related to grants and personnel. This position also supports the Division of Health & Exercise Science (HEXS), offering administrative assistance to division leadership and overseeing day-to-day office management, program administration, and interpretation. This role is responsible for managing business processes from initiation through completion, coordinating services and operations, and developing efficient procedures, timelines, and priorities for various projects and assignments. The position regularly interacts with students, the public, college and grant administrators, and staff, serving as a key liaison between HEXS, the COE Dean's Office, and other university units.

This is an **in-person** position located in the RVEC building on the Western Oregon University (WOU) Monmouth Campus. The Grant Administrative Assistant plays a key role in supporting a diverse academic community and must possess a strong understanding of the Health & Exercise Science (HEXS) programs and available campus resources to effectively assist faculty, staff, and students.

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

Required Qualifications:

- Completion of 12 quarter hours of accounting coursework **and** two years of relevant experience, **or** an associate degree in accounting, **or** an equivalent combination of education and experience.
- 2–4 years of related professional work experience in an administrative or office support setting.
- Demonstrated ability to provide lead direction and coordinate office operations, including onboarding and training staff to ensure efficient workflows.
- 3–5 years of experience using both PC and/or Mac systems in a professional setting.
- 3 years of experience using email professionally; Gmail experience preferred.
- 3–5 years of experience using Microsoft Office Suite (Excel, Word, Outlook), or equivalent coursework, in an administrative or office support capacity.

Preferred Qualifications:

- Bachelor's degree in Accounting or a related field; equivalent work experience may be considered in lieu of a degree

Required Application materials:

Please submit **only** the required materials listed below. Applications **missing** required materials will **not** move forward for consideration.

1. WOU Employment Application form [available here](#) - classified/faculty
2. Cover Letter that outlines your qualifications and how they align with the position
3. Resume
4. Complete and submit the Reference Check form, [available here](#) along with your application
5. Unofficial Transcripts for highest degree earned

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. We do not discriminate based on race, color, national origin, gender, gender identity, sexual orientation, age, disability, religion, veteran status, or any other characteristic protected by law. 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 Desiree Noah at noahd@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.shtmlq>

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.