



Instructional Faculty **[INTERNAL OPENING]** Internship Coordinator for Health & Exercise Science

Recruitment #: F2528
Review Date: Immediate review | Closing on 6/4 at 5pm
Department: Health & Exercise Science
Salary Rate: Commensurate with experience and qualifications [[CBA](#)]

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 40% of undergraduates being students of color.

Position Summary:

The Division of Health & Exercise Science (HEXS) in the College of Education at Western Oregon University invites applications for one (1) full-time instructional faculty position with primary responsibilities in coordination, supervision, and assessment of required components of the Public Health (PH), and Exercise Science (EXS) Internships for both graduate and undergraduate majors. Additional responsibilities may require teaching academic courses, advising public health and exercise science students, and serving Western Oregon University and the community.

Responsibilities:

- Contact potential site supervisors to establish new internship sites. Foster and support established relationships with existing site supervisors. Establish and maintain affiliation agreements between the internship/practicum sites and university.
- Conduct informational and advanced planning sessions with undergraduate students at least two terms prior to their internship and at least three to four weeks prior to a practicum. Conduct informational and advanced planning sessions with graduate students prior to their internship/practicum.
- Provide individual students direction and assistance in securing internship/practicum placements. Maintain up-to-date on-boarding processes and assist with onboarding process as needed.
- Monitor current students during their internship/practicum placement.
- Collect data regarding internship/practicums and compile annual assessment reports.
- Teach undergraduate level classes in various formats (e.g., in-person, online, hybrid, synchronous, asynchronous) with possible opportunities for summer, on/off campus teaching
- Collaborate in the growth of the division

- Complete a required WOU online training course for effective online and hybrid instructional practices prior to the start of teaching or simultaneously during the first term of teaching.
- Continue to grow and develop as an educator and as a member of their profession through formal and/or informal activities

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

Required Qualifications: Please ensure your application materials clearly demonstrate how you meet the following:

- Master's degree in Community / Public Health or a closely-related field (by the start of the hiring date)
- Evidence of at least one to two years of undergraduate internship coordination and at least one year of graduate level internship coordination that includes all the duties necessary to administer internships
- Evidence of at least two years of successful higher education teaching experience in Public Health or closely related field
- Have expertise in two or more of the following areas: *community and public health; health and human services; chronic and/or infectious diseases; bioethics and public health; and foundations of health promotion and disease prevention*
- Strong evidence of the following: professional communication; work independently and with initiative; teamwork and adaptability, and professional conduct in interactions, including confidentiality

How to Apply: To apply for this position, please upload the following required materials within the application portal. Applications missing any of the required documents will not move forward for consideration. Please include only the materials listed below:

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

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.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.