



Project Specialist, Assessment (Portland Metro)

Recruitment #: S2517
Review Date: Immediate review | Open until filled
Department: The Research Institute
Salary Rate: \$63,745 - \$74,613

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:

This position requires the ability to communicate effectively with individuals and groups from a wide range of backgrounds, including service providers, team members, program personnel, and administrators. Participation in training and professional development may be required to fulfill contractual obligations or support specific project goals. All such activities will be conducted in accordance with applicable executive orders and federal guidelines.

Project Specialist:

- Work collaboratively in a team environment.
- Facilitate, participate in and contribute to project meetings, seminars, workshops and other gatherings as needed
- Provide technical assistance and professional development activities for Oregon's Early Learning system
- Gain and maintain a working knowledge of Oregon's early learning system
- Effectively communicate with a wide variety of individuals and groups from various backgrounds

Assessment Specialist

The primary purpose of this position is to provide assessments/observations using selected versions of the Environment Rating Scales (ERS) and Classroom Assessment Scoring System (CLASS) assessment tools for early learning programs. Assessment Specialists will conduct and score the assessments/observations and write reports. Assessment Specialists will also provide professional learning and technical assistance (TA) to early learning professionals in Oregon. The Assessment Specialist will be assigned a primary service area but will also be expected to travel statewide to conduct assessments and provide professional learning/TA. This position requires frequent in-state

travel, occasional out of state travel, and semi-frequent night and weekend work and the use of personal or rental vehicle to travel for assessments or work related events.

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

Required Qualifications:

- Bachelor's degree in Early Childhood Education or related field or a combination of childhood care and education training/education/certification and minimum of 5 years of relevant professional work experience
- Valid driver's license; extensive travel is required for this position using a personal or rental vehicle
- 3-5 years of Professional work experience in childhood care and education (birth to age 12) and/or
- other relevant experience such as home visiting, CCR&R, human/social services, assessment work, or child care licensing
- Ability to become a reliable Assessment Specialist within 6 months of hire and maintain reliability
- Proficient oral and written communication skills
- Ability to take initiative and work independently
- Ability to be flexible and adapt to changes and emergent needs
- Ability to communicate with a wide variety of individuals and groups, including work team, providers, program personnel, and administrators from diverse backgrounds
- Strong organizational skills, attention to detail, and ability to manage a variety of tasks

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](#) - 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.