



## Graduate Admissions Coordinator

[Administrative Program Specialist]

**Recruitment #:** S2543  
**Review Date:** Open | Open until filled  
**Department:** Graduate Studies  
**Salary Rate:** \$22.17 - \$33.68 [\[Salary Steps\]](#)

### 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 40% of undergraduates being students of color.

### Position Summary:

The Graduate Admissions Coordinator plays a central role in managing and advancing the graduate admissions process at Western Oregon University. This position is responsible for coordinating application workflows, ensuring compliance with academic policies, and supporting prospective and returning students through a variety of graduate programs, including licensure-related tracks. The coordinator develops and analyzes enrollment data to support strategic decision-making and institutional planning. In addition to overseeing daily operations, the role leads process improvement initiatives, manages expenditures, and provides support for key events such as commencement. The position also contributes to the overall efficiency of the Graduate Office through collaborative planning, problem-solving, and special projects.

[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:

- 1-2 years in administrative support interpreting laws/regulations, analyzing data, evaluating projects and processes
- Banner system experience
- Strong communication - clear, professional, and effective
- Customer service oriented - responsive and people-focused
- Problem solver - proactive and resourceful in finding solutions

- Detail-focused - thorough, accurate, and organized

**How to Apply:** To apply for this position, please upload the following required materials within the application portal. Questions may be directed to [employment@wou.edu](mailto:employment@wou.edu)

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 - classified](#)
2. Cover Letter that outlines your qualifications and how they align with the position
3. Resume/CV
4. 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](mailto: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/](http://wou.edu/hr/employment/jobs/). Due to the high volume of applications we receive, we are unable to provide individual updates on application status. We appreciate your understanding and sincerely thank you for your interest in employment at Western Oregon University.*