



Administrative Program Specialist

Recruitment #: S2554
Review Date: Open | Open until filled
Department: Disability Access Services (DAS)
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 purpose of the Administrative Program Specialist position is to assist the Director, Assistant Director of Deaf and Hard of Hearing Services, and Accommodations Coordinator in the ongoing direction of Disability Access Services (DAS) by performing administrative research, analysis, and evaluation in support of DAS services and departmental operations. This position is responsible for assisting the Director, Assistant Director, and Accommodations Coordinator with administrative responsibilities and operations, and also provides confidential administrative support. It requires comprehensive knowledge of the program to maintain confidential materials, including documentation of disabilities (protected by federal law) for Western Oregon University students. The position is also responsible for coordinating and managing notetaking services used for academic access, performing administrative data collection and analysis, and evaluating projects, processes, and operations to enable DAS to operate at maximum efficiency and effectiveness.

[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:

- High School Diploma or equivalent (GED)
- 1–2 years of administrative experience in a professional setting
- 1–2 years of experience in program management
- 1–2 years of experience in operations management
- 1–2 years of experience in project management
- 1–2 years of experience working in a postsecondary (higher education) environment
- Effective communication skills

- Strong teamwork and collaboration abilities
- Adaptability and flexibility in dynamic environments
- Critical problem-solving skills
- Sound decision-making capabilities
- Excellent time management and organizational skills

How to Apply: Please upload the following required materials within the application portal. Questions may be directed to 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. 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.