



## Administrative Program Assistant

**Recruitment #:** S2561  
**Review Date:** Open | Open until filled  
**Department:** Creative Arts Division/CLAS  
**Salary Rate:** \$20.36 - \$30.70 [[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 Administrative Program Assistant position supports the academic mission of the Division of Creative Arts by assisting with monitoring, auditing and/ or directing activities within the Creative Arts division and by conducting administrative projects requiring research, analysis, evaluation and interpretation. Key functions include management of the CAD office; supervision of student support staff in Music, Art and Theatre/Dance; schedule CAD facilities (e.g., classrooms, studios, performance spaces); interpret and apply laws, policies/procedures; manage complex student fee and service and supply budgets; originate diverse and complex personnel and payroll actions; budget analysis, budget control and data collection/retention for reporting, budget building, and course scheduling for the CAD division. Provides assistance on projects as requested by the Manager of Operations to the Dean of the College of Liberal Arts and Sciences.

[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:

- Three to five years of office experience, including at least two years at the full-performance level, with demonstrated skills in document preparation, leading work activities, and coordinating office procedures.

**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
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.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/](http://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.*