



# POSITION DESCRIPTION

<b>POSITION INFORMATION</b>	
Position Title	Today's Date
Assistant Director	10/13/2025
Position Classification	Appointment (9mos. / 12 mos. / Other)
Unclassified	12-Months
Normal Position Work Dates	FLSA
07/01 - 06/30 (12 Months)	Exempt
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0	
Department/Division	Work Location
Oregon Council of Presidents	Salem Campus
Reports to	Reports to Position Number
Executive Director, OCOP	E99338
Incumbent	Position Number
	E99481

## SUMMARY

Please provide a brief summary of the position.

The Assistant Director reports to the Executive Director of OPU, the Coalition of Oregon Public Universities (formerly OCOP). This is a full-time, multi-year, unclassified position at Western Oregon University. All OPU staff are employees of Western Oregon University, which serves as the Host University for OPU. The Assistant Director supports the Executive Director and OPU in advocacy efforts around universities' shared interests and is accountable for supporting implementation of the strategic direction for all OPU's mission and programs. The Assistant Director will develop a deep knowledge of Oregon's seven universities, as well as the legislative committees and public agency entities with which they interact. The Assistant Director leads communication, research, and project management needs while assisting the Executive Director in coalition-building efforts by building and maintaining exceptional relationships with university and other higher education leaders, as well as students, businesses, labor, and other stakeholders.

## PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

<b>JOB DUTIES</b>		
<b>JOB DUTIES</b> (Please ensure the total of "% of Time" equals 100%)		
<b>% of Time</b>	<b>Duties / Responsibilities</b>	<b>Essential or Incidental</b>
30%	Assisting the Executive Director in implementing strategic goals; advocacy efforts for funding and governance; project management; communications; institution and HECC coordination.	Essential

30%	Developing and leading proactive communications, updating and maintaining website, and creating materials for advocacy and education efforts.	Essential
20%	Monitoring and reporting on legislative and government activities, tracking legislation, developing bill analyses, preparing position papers and advocacy plans.	Essential
20%	Supporting daily OPU operations, including administrative duties, assisting the Executive Director with scheduling, OPU meetings including interinstitutional councils, and processing reimbursements and invoices.	Essential

## EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at**

<https://fa.oregonstate.edu/classification-specifications> to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master's degree	<input type="checkbox"/>	<input type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	

Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	
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EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Experience and familiarity with internal and external communications.	3-5 Years	6-8 Years	
Past success working with a board of directors or equivalent.	3-5 Years	6-8 Years	
Demonstrated experience in government relations and legislative advocacy, executing successful strategic agendas.	3-5 Years	6-8 Years	

Demonstrated experience in project management, collaboration, administrative duties, and supporting executives.	3-5 Years	6-8 Years	
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SOFT SKILLS			
Soft Skill	Required	Preferred	Notes
Proven ability to be effective in team environments.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Highly effective interpersonal, writing and verbal skills.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ability to manage projects and work independently.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Highly effective interpersonal and communication skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience in successfully implementing advocacy and legislative agendas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Demonstrated experience supporting effective coalitions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

CERTIFICATES, LICENSES, REGISTRATIONS			
(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input checked="" type="checkbox"/> None			
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>	
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input type="checkbox"/>	

SUPERVISION		
Check the box next to each supervision level utilized by this position.		
Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/> X

Level 2	<b>Lead Capacity:</b> Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in the same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>

Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, and may cover multiple departments.	<input type="checkbox"/>

### SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
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If Level 3 or above is selected, please list direct reports:

Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title

\*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

### DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Directed
Impact of Decision Made:	Unit/Department
Autonomy and Discretion:	Independent Work, Results Defined
Fiscal Authority:	Unit/Department
Fiscal Responsibilities:	Transactions
Operating Budget (\$):	\$ 600,000
Grant Funding (\$):	\$ 0
Number of Grants:	0
Foundation Funding (\$):	\$ 0
Number of Foundation Funds:	0
Agency (WOU) Funding (\$):	\$ 0

### WORKING CONDITIONS

<b>Typical Work Functions*</b> (check all that apply)	<input type="checkbox"/> Balancing	<input type="checkbox"/> Carrying
	<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling

Crouching/ Stooping	<input checked="" type="checkbox"/> Driving
Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
Personal Protective Equipment	<input checked="" type="checkbox"/> Pulling/Pushing
Reaching	<input checked="" type="checkbox"/> Regular interaction with customers
Repetitive movement	<input checked="" type="checkbox"/> Sitting
Speaking	<input checked="" type="checkbox"/> Specific Work Schedule
Squatting	<input checked="" type="checkbox"/> Other

<b>Typical Working Environment and Hazards*</b> <i>(check all that apply)</i>	<input checked="" type="checkbox"/> Normal office environment Chemicals Darkness/Poor Lighting Electrical Hazards Fire Hazards Human-Source Material (e.g., blood) Noise Potential Combative Work Environment Traffic <i>Weather Extremes</i>	Animals/Wildlife Confined Spaces Dust/Fumes Explosives Heights Indoor Temp Extremes (Heat/Cold) Near-Continuous Use of Video Display Pathogens Radiation
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Lifting Demands*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Up to 25%
Work Schedule (if not typical or specified)	

## ADDITIONAL REQUIREMENTS

**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. Reference checks will be conducted.

**Equal Employment Opportunity:** Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

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 require any accommodations, please email us at [employment\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

**HR USE ONLY:**

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title		NOC Code	Category Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEFACT <input type="checkbox"/> Electronically Filed			
NOTES:			