



Strategic Operations & Public Records

Recruitment #:	S2572
Review Date:	Open Review begins 11/13/25
Department:	Office of the General Counsel
Salary Rate:	\$78,170 - \$91,964

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 Strategic Operations and Public Records Manager (Manager) will lead special projects for the Office of General Counsel. They also serve as liaison between the Office of General and other areas of the University as well as with external communities. The Manager also provides oversight for operations and administrative activities of the Office of General Counsel.

The Manager's duties include

- Identifying and spearheading strategic projects to streamline services provided by the Office of General Counsel;
- Managing and responding to public records requests;
- Coordinating and maintaining the University's insurance policies with the Public Universities Risk Management & Insurance Trust (PURMIT) and serving on PURMIT's Risk Management Council;
- Providing insurance consultation and resources to the University community;
- Collaborating with internal stakeholders to develop and review University-wide policies;
- Assisting with budget, personnel, and other operational matters for the Office of General Counsel; and
- Assisting the General Counsel in services provided to the University and Board of Trustees.

This position is tasked with managing a rapidly evolving area of work that requires skilled leadership and decision-making with internal and external stakeholders. The role requires advanced project management skills, relationship development and coordination, and the ability to lead through ambiguous and dynamic work conditions and responsibilities.

[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:

- Bachelor's degree preferably in Organizational Behavior, Organizational Psychology, Organizational Leadership, or a law-related field of study
- 3-5 Demonstrated experience managing complex projects involving interdepartmental stakeholders
- 3-5 years Comfort or experience with the higher education culture and environment

- 3-5 Comfort or experience with a public sector employer
- 1-2 years Comfort or experience collaborating with attorneys or working in a legal environment.
- Communication: strong written and verbal communication skills.
- Organization: Exhibits excellent organizational skills and attention to detail.
- Emotional Intelligence: Shows discernment, empathy, and sound judgment in interactions.
- Time Management: Effectively plans, prioritizes, and manages workload to meet deadlines.
- Adaptability: Adjusts to change and new situations with flexibility and ease.
- Customer Service: Provides exceptional service with professionalism and care.

How to Apply: Please upload the following required materials within the application portal.

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](#) - 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.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/. 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.