



Manager of Operations (CLAS)

Recruitment #: S2600
Review Date: Immediate review | Open until filled
Department: College of Liberal Arts & Sciences
Salary Rate: \$62,209 - \$73,186

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 a Hispanic Serving institution, with over 40% of undergraduates being students of color.

Position Summary:

Under the administrative direction of the Dean, the **Manager of Operations** provides management-level leadership and essential counsel to the Dean and Associate Dean in managing the college's budget and personnel. This position works in partnership with the Dean and Associate Dean to solve emergent problems and manage and report on the college's budgets, faculty workload plans, payroll and hiring processes, and academic course scheduling. This position also supervises the administrative program assistants (APAs) and other administrative staff in the college, serves as liaison between the Dean's Office and other University offices, and reviews requests to ensure institutional policy is followed and records are appropriately maintained.

[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 in business administration, finance, higher education administration, or a related field
- 3–5 years of progressively responsible experience in higher education administrative roles
- 1–2 years of supervisory experience, including providing performance evaluations or formal performance feedback
- 6–12 months of experience managing complex budgets
- 1–2 years of experience working with university financial and/or HR systems
- 1–2 years of experience generating reports and conducting data analysis
- 1–2 years of knowledge of academic policies, procedures, and institutional practices
- Advanced proficiency with spreadsheets, databases, or similar data management tools
- Demonstrated experience working collaboratively with diverse teams
- Proven ability to make sound decisions in ambiguous or evolving situations
- Excellent written and verbal communication skills
- Ability to exercise professional judgment and discretion when handling confidential information
- Strong attention to detail while maintaining awareness of broader organizational goals
- Highly developed organizational and time-management skills

- Ability to effectively prioritize tasks and adjust workflows in a dynamic environment

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
2. Cover Letter that outlines your qualifications and how they align with the position
3. Resume
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 status of this search, we encourage you to regularly visit our careers page at wou.edu/hr/employment/jobs/. Due to the high volume of applications we receive, we are unable to provide individual updates regarding the status of each application. We appreciate your understanding and sincerely apologize for any inconvenience this may cause. Thank you for your interest in employment at Western Oregon University.