



# POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Manager of Operations, College of Liberal Arts and Sciences	12/12/2025
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	n/a
Department/Division	Work Location
College of Liberal Arts and Sciences	Monmouth Campus
Reports to	Position Number
Dean, College of Liberal Arts and Sciences	E99345
Incumbent	Reports to Position Number
	E99352

SUMMARY
Please provide brief summary of the position.
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.

## 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.

JOB DUTIES		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
35%	<p><b>BUDGET:</b></p> <ul style="list-style-type: none"> <li>Prepare reports and analysis, both recurring and ad-hoc, to guide financial and budget decisions, under the direction of the Dean.</li> <li>Monitor activity and status on all budget lines in the college.</li> <li>Perform transfers and payments and authorize transactions, as appropriate.</li> <li>Liaison with the Financial Aid Office to determine CLAS portion of Federal Works Study funds; distributes funds, in consultation with the Dean, and track usage.</li> <li>Plan for future commitments and needs and ensure that expenditures align with strategic plans of the university and college.</li> <li>Create and maintain personnel cost projections for faculty and staff to ensure effective use of allocated personnel budget.</li> <li>Collaborate with Director of Academic Affairs to manage college financial and budget planning processes.</li> </ul>	Essential
25%	<p><b>PERSONNEL:</b></p> <ul style="list-style-type: none"> <li>Track and report on workload plans and course releases/reassignments</li> </ul>	Essential



	<ul style="list-style-type: none"> <li>• Verify sabbatical applications to ensure applicants meet the requirements of the faculty Collective Bargaining Agreement; prepares cost analysis of the impact.</li> <li>• Maintain accurate academic and employment records for faculty in the college.</li> <li>• In partnership with the Dean and Associate Dean, help to ensure that the college's actions are consistent with all applicable rules, policies and agreements and laws related to personnel.</li> <li>• Submit pay/salary changes for college personnel; collaborate with university Payroll Office to resolve errors and improve processes.</li> <li>• Assesses impact and approves Class Schedule Change forms.</li> <li>• Provide administrative support for hiring, this includes assisting hiring managers and search committees in the college with understanding and navigating the search and hiring process; as well as creating, submitting, and tracking hire and pre-hire materials, following searches to conclusion.</li> <li>• Handles highly confidential matters with great sensitivity, discretion and sound judgement.</li> </ul>	
20%	<p><b>OPERATIONS:</b></p> <ul style="list-style-type: none"> <li>• Review new policies and procedures for impact to the college's operations, providing communication and/or training for college employees where appropriate.</li> <li>• Identify opportunities for the college to improve its operations in alignment with the university and college strategic plans. In partnership with the Dean and Associate Dean, determine improvement priorities, develop strategies, and implement improvements.</li> <li>• Build and maintain strong working relationships with other university offices, including liaison to the Sponsored Projects Office.</li> <li>• Assist the Dean and Associate Dean in identifying and managing emergent problems and other critical situations that impact the college.</li> </ul>	Essential
15%	<p><b>SUPERVISION:</b> Supervise the Administrative Program Assistants (APAs) and other administrative support personnel in the college, ensuring a productive and cooperative work environment. Manage and reconcile time for Administrative Program Assistants (APAs) and other administrative support personnel in the college.</p>	Essential
5%	Other duties as assigned.	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)	x	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	x	Business Admin, finance, accounting, management, or related
Bachelor's degree	<input type="checkbox"/>	x	Business Administration, Finance, Higher Education Administration, or related field
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"/>	
Has completed post-high school coursework in business administration, accounting, finance, management, or related	x	<input type="checkbox"/>	

EXPERIENCE			
Type of Experience	Required Years of	Preferred Years of	Notes



	Experience	Experience	
Progressive experience in higher education administrative work	3-5 Years	6-8 Years	
Supervisory experience	1-2 Years	3-5 Years	Has supervised staff and provided performance evaluations or similar feedback on performance
Experience managing complex budgets	6-12 Months	3-5 Years	
Experience with university financial/HR systems	1-2 Years	6-8 Years	
Experience generating reports and with data analysis	1-2 Years	3-5 Years	Familiar with tracking faculty workload and reporting
Knowledge of academic policies and procedures	1-2 Years	3-5 Years	
High-level skills with spreadsheets or databases	NA, General Skill (i.e. Bilingual, etc.)	Choose an item.	

**SOFT SKILLS**

Soft Skill	Required	Preferred	Notes
Working with diverse teams	x	<input type="checkbox"/>	
Decision-making under uncertainty	x	<input type="checkbox"/>	
Excellent written and verbal communication	x	<input type="checkbox"/>	
Professional discretion with confidential information	x	<input type="checkbox"/>	
Attention to detail while maintaining big picture	x	<input type="checkbox"/>	
Strong organizational skills	x	<input type="checkbox"/>	
Ability to prioritize and rearrange workflow	x	<input type="checkbox"/>	
Change management capabilities	<input type="checkbox"/>	x	
Ability to explain complex financial info clearly	<input type="checkbox"/>	x	
Diplomatic skills for interactions with staff/faculty	<input type="checkbox"/>	x	
High emotional intelligence	<input type="checkbox"/>	x	
Cultural sensitivity	<input type="checkbox"/>	x	
Analytical thinking	<input type="checkbox"/>	x	
Initiative and self-direction	<input type="checkbox"/>	x	
Grace in pressured situations	<input type="checkbox"/>	x	

**CERTIFICATES, LICENSES, REGISTRATIONS**

(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input type="checkbox"/> None			
Driver's license	<input type="checkbox"/>	x	
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"/>



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 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.	x
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, may cover multiple departments.	<input type="checkbox"/>
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"/>

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
Administrative Program Assistant	7
Program and Facilities Coordinator	1

\*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:	Authority - School/College/Division
Impact of Decision Made:	School/College/Division
Autonomy and Discretion:	Independent Work, Overall Direction
Fiscal Authority:	School/College/Division
Fiscal Responsibilities:	Administration/Oversight
Operating Budget (\$):	\$ 8.3 million
Grant Funding (\$):	varies
Number of Grants:	varies
Foundation Funding (\$):	
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$ 0

### WORKING CONDITIONS

<b>Typical Work Functions*</b> (check all that apply)	<input type="checkbox"/> Balancing	x Carrying
	<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	x Crouching/ Stooping	x Driving
	x Feeling/Handling	x Keyboarding/Computer Use
	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing
	x Reaching	x Regular interaction with customers



<input checked="" type="checkbox"/> Repetitive movement <input checked="" type="checkbox"/> Speaking <input type="checkbox"/> Squatting <input checked="" type="checkbox"/> Telephone Use <input checked="" type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Sitting <input checked="" type="checkbox"/> Specific Work Schedule <input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Twisting/Bending <input checked="" type="checkbox"/> Writing
---	--

<b>Typical Working Environment and Hazards*</b> (check all that apply)	<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment	<input checked="" type="checkbox"/> Near-Continuous Use of Video Display
	<input type="checkbox"/> Noise	<input type="checkbox"/> Pathogens
	<input type="checkbox"/> Potential Combative Work Environment	<input type="checkbox"/> Radiation
	<input type="checkbox"/> Traffic	<input type="checkbox"/> Vibration
<input type="checkbox"/> Weather Extremes		

Lifting Demands*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	
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	SOC Code

Actions Taken

NBAPBUD/NBAPOSN    NBAJOBS    PEAFACT    Electronically Filed

NOTES: