



Bilingual (Spanish or Russian) Project Support Specialist (PFA)

Recruitment #: S2618
Review Date: Open | Open until filled
Department: The Research Institute
Salary Rate: \$55,020 - \$62,040

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:

Project Support Specialist:

Project Support Specialists participate as members of a collaborative team working on a variety of projects within the TRI's Center on Workforce and System Development. Project Support Specialists provide administration support, customer service, and stipend and reimbursement processing. These positions will be responsible for assisting with early learning program and administrative functions including meeting, training, and conference planning support.

TRI staff are expected to engage in continual learning in anti-racism, equity, diversity, inclusion and outreach in order to cultivate equitable practices across all aspects of position duties and participate and engage in efforts to further develop and implement the center, projects and university's equity work and goals.

Project Support Specialists:

- Attend and participate in and contribute to project meetings, webinars, communities of practice, workshops and other gatherings as needed
- Provide customer service via phone, email, in person, and zoom
- Gain and maintain a working knowledge of Preschool for All and Child Care Substitutes of Oregon's Subpool processes and procedures.

- Effectively communicate with a wide variety of individuals and groups from diverse backgrounds

This position is funded through external grant support. Employment beyond the current funding period is not guaranteed and will depend on the availability of future funding and ongoing performance.

[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:

- **High School Diploma or equivalent (GED)**
- Proficient oral and written communication skills
- Ability to be flexible and adapt to changes and emergent needs
- Demonstrated proficiency in using computer software (e.g. Microsoft Work/Excel and Design software, Googlesuite, Zoom, etc.)
- Strong interpersonal communication skills and the ability to communicate and interact with partners and work team from diverse backgrounds
- Strong organizational skills, attention to detail, and ability to manage a variety of tasks
- Ability to take direction and work independently
- Demonstrated problem-solving and reasoning skills
- Proficient oral and written communication skills in Spanish/English or Russian/English

How to Apply:

To apply for this position, 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 how your experience aligns with the position requirements
3. Resume
4. References: Reference Check form is [available here](#)

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.shtml>

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.