



Project Coordinator (Observation and Assessment)

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| Recruitment #: | S2626 |
| Review Date: | Immediate review Open until filled |
| Department: | The Research Institute |
| Salary Rate: | \$80,400 - \$90,420 |

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 Observation and Assessment Project Coordinator works with program leadership to ensure program deliverables are met including program planning, reporting, and overall project management strategies. The OA Project Coordinator provides oversight on assigned aspects of the day-to-day operations of TRI's observation and Assessment (OA) work. The Coordinator provides leadership in the planning, scheduling and completing of TRI's Observations and Assessments. The Coordinator oversees the OA report writing and reliability processes. Project Coordinators are responsible for ensuring that OA data is collected, managed and reported responsibly. The OA Project Coordinator provides culturally responsive supervision to staff on the OA team.

[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 early childhood education or related field or a combination or related training/ education/ certification equivalent to 5 years of relevant professional work experience.
- 3-5 professional work experience in childhood care and education (birth to age 12), program/project administration and/or other relevant experience such as home visiting, state or federal government, CCR&R, human/social services, assessment work, or childcare licensing
- 0–6 months of experience with ERS reliability in one or more tools
- 0–6 months of experience in program management
- 0–6 months of experience in coaching, consulting, or providing technical assistance
- 0–6 months of experience working with childcare quality standards and Quality Rating and Improvement Systems (QRIS)
- 1–2 years of experience using standardized observation tools and providing feedback

How to Apply: Please upload the following required materials through the application portal. Incomplete applications will not be considered. Only include the materials listed below. If you have questions, contact employment@wou.edu.

Required Materials:

1. Completed WOU Employment Application form - [available here](#)
2. Cover letter outlining your qualifications and how they align with the position
3. Resume or CV
4. Unofficial transcripts for your highest degree earned
5. Reference Check form - [available here](#)

[Letters of recommendation may be shared during the interview process]

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 encourage you to visit our careers page at wou.edu/hr/employment/jobs/. Due to the high volume of applications received, we are unable to provide individual status updates.

Thank you for your patience and for your interest in employment at Western Oregon University.