



## Executive Assistant to the Provost **[INTERNAL OPENING]**

**Recruitment #:** S24113  
**Review Date:** Immediate review | Closing on 12/26 at 5pm  
**Department:** Academic Affairs  
**Salary Rate:** \$65,000

### **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 41% of undergraduates being students of color.

### **Position Summary:**

The Executive Assistant to the Provost provides high-level strategic, confidential, and administrative support to the Provost (Vice President of Academic Affairs) as well as providing office management for the Provost's Office. The incumbent in this position will be expected to work independently much of the time, for instance by proactively keeping the Provost aware of current/sensitive issues and deadlines, making independent evaluations regarding the Provost's commitments, and anticipating the needs of the office, taking independent initiative to address tasks and responsibilities. The Executive Assistant regularly interacts, in a professional, inclusive, and welcoming manner, with individuals that have a variety of backgrounds, beliefs, identities, communication styles, and behaviors.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

### **Required Qualifications:**

- Bachelor's degree
- Administrative support, client support, or complex customer service: 3-5 years of experience
- Exercising discretion and maintaining confidentiality: 3-5 years of experience
- Demonstrated ability to form and maintain effective relationships with a variety of stakeholders and stakeholder groups: General skill (e.g., Bilingual, etc.)
- Working independently and proactively: 1-2 years of experience
- Managing or coordinating projects with multiple stakeholders, steps, or other complexities: 1-2 years of experience
- Strong ability to communicate clearly and effectively with diverse audiences
- Excellent organizational skills, with a proven ability to prioritize and balance multiple competing tasks and deadlines
- Demonstrated success in working with diverse populations and valuing different perspectives
- Comfortable with using information technology and learning new computer systems and software

**Required Application materials:** You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position.

### 3. Resume/CV

#### **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 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 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 Disability Services (ODS) at 503-838-8250 or [ods@wou.edu](mailto:ods@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/](http://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.