



Manager of Operations, CLAS

Recruitment #:	S24109
Review Date:	Immediate review Open until filled
Department:	College of Liberal Arts & Sciences
Salary Rate:	\$61,658 - \$72,538

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 Manager of Operations provides management-level leadership and essential counsel to the Dean for oversight of the college’s budget (\$21 million) and personnel of approximately 100 tenured or tenure-track faculty (T/TT) and 90+ full- and part-time instructional faculty (NTT). This includes monitoring and reporting on the status of the College’s various budgets including the college-wide NTT pool; verification and analysis of faculty workload records; management of the college’s dynamic payroll system; assistance with the management of the College’s academic course scheduling; review of various requests submitted for the Dean’s approval to ensure institutional guidelines are followed; documentation of changes that have personnel or budget implications; problem-solving; serve as liaison between the Dean’s Office and the divisions and other University administrative offices. This position supervises the administrative program assistants (APAs) and other administrative staff in the college. The College of Liberal Arts & Sciences (CLAS) comprises academic, multidisciplinary divisions that encompass our programs, faculty, and staff.

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

Required Qualifications:

- Demonstrated completion of post-secondary coursework in business administration, accounting, finance, management, or a related field. Equivalent training or professional experience may substitute for formal coursework.
- High School Diploma, GED, or equivalent.
- Experience in administrative roles within higher education or comparable settings, with a demonstrated progression in responsibilities.
- Supervisory experience, including providing constructive feedback and conducting performance evaluations, or equivalent leadership responsibilities.
- Proven ability to manage and oversee complex budgets, ensuring accuracy and compliance.
- Experience with financial and HR systems, preferably in a university setting.
- Proficiency in generating reports and conducting data analysis to support decision-making.
- Familiarity with academic policies, procedures, and regulations, or the ability to learn them quickly and apply them effectively.

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

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

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.