



Facilities Scheduling Manager

Recruitment #: S24115
Review Date: Immediate review | Open until filled
Department: Student Engagement/Student Affairs
Salary Rate: \$58,880 - \$73,600

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 WOU Facilities Scheduling Manager oversees the coordination of the facility reservation process for campus reservations that are non-academic use of WOU's facilities. This position assists in the creation and defining of guidelines and standards that will provide the university and all persons involved in the use of university facilities with information and guidance surrounding campus reservations. Further, they will use those *policies* to make sound decisions regarding costs, fee schedules and facility use guidelines.

The WOU Facilities Scheduling Manager supervises a 2-4 student Facilities Scheduling Assistants (FSAs) staff, supervises 6-10 Information Desk staff (IDS), assists Student Engagement with major campus events, and provides back up support for the Director, Student Engagement for events or student staff to support them in the Werner University Center.

The WOU Facilities Scheduling Manager communicates with the Coordinator, Conference and Event Services to facilitate use for individuals or groups interested in using the Werner University Center (WUC) facilities. This position reserves the non-academic use of university facilities. This position communicates and distributes policies, procedures and charges governing the utilization of university facilities to campus users.

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

Required Qualifications:

- Bachelor's degree
- 3–5 years of experience in facilities scheduling and management, with a proven track record of coordinating complex schedules, optimizing space utilization, and ensuring seamless event

operations OR or equivalent professional experience demonstrating these capabilities

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 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.

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.shtmlq>

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.