



## Early Learning Administrative Assistant

Department: **Teaching Research Institute, Center on Early Learning**  
Salary Range: **\$30,000-\$40,000 (depending upon qualifications) plus an excellent benefit package**  
Recruitment #: **TRI-315**  
Review Date: **Review starts upon receipt of application packet through March 27, 2015; open until filled.**

The Teaching Research Institute (TRI) of Western Oregon University is seeking a full-time, 12-month fixed term Administrative Assistant for the Center on Early Learning. The appointment is renewed through an annual Notice of Appointment, dependent upon satisfactory job performance, continuing project needs, and/or available funding. TRI is a unique organization whose mission is to inform and facilitate change in educational and human service systems.

The Teaching Research Institute Center on Early Learning seeks to improve the quality of care and education available to all young children and their families in order to promote optimal development and full inclusion in their family, community and society. The goal of the Center is accomplished through: *a. Research, development and demonstration* of effective practices and innovative models of care and education; *b. Professional development, technical assistance and dissemination* of effective practices and innovative models of service to practitioners in the fields of Early Childhood Education and Early Childhood Special Education; and *c. Systems change and policy development* in Early Childhood Education and Early Childhood Special Education that creates access to quality service and promotes positive outcomes for young children and families at the local, state and national level.

### QUALIFICATIONS:

#### ***Minimum Qualifications***

- Associates or bachelor's degree.
- Two years' work experience in an office environment with a demonstrated proficiency in the use of computer software (e.g. Microsoft Word and Excel, and a willingness to learn and/or adapt as needed) and a multi-line telephone system.
- Must be willing and comfortable learning existing technologies on the Google platform such as e-mail and calendar and drive.
- Willingness to seek to learn new technologies as they become available and would be useful to achieve work goals.
- Willing to perform all tasks necessary for completion of projects including note taking, data entry, copying, assembly and shipping.
- Good problem solving and reasoning skills, with attention to detail and accuracy.
- Be self-motivated and flexible.
- Strong organizational skills and ability to manage a variety tasks.
- History of good attendance on previous jobs.

- Ability to communicate and interact with a team and with outside partners and constituents.
- Demonstration of strong oral and written communication skills

***Preferred Qualifications***

- Strong technology skills and experience using technology for social media, online communities and/or distance education
- Experience with: Adobe suite software, Access Database, NACCRAware database and/or Asana
- Experience coordinating meetings and conferences
- Office management experience
- Bilingual, English/Spanish or English/Russian
- Experience in an early learning setting

**DUTIES AND RESPONSIBILITIES:**

The Administrative Assistant will participate as a member of a collaborative team working on federal, state and local projects. The person in this position will assist with the implementation of existing programs in early childhood, early childhood special education and inclusion. The person will provide the administrative support to assist with the creation and dissemination of products to outside partners and constituents. The Administrative Assistant will be responsible for insuring accuracy, completeness and professionalism of products disseminated from the Teaching Research Institute.

Responsibilities may include, but are not limited to: 1) assisting in the development/refinement of training and professional development materials; 2) Responding to requests from partners for materials and creating and insuring delivery by deadlines, 3) Assessing current of work flow processes and procedures and creating/implementing new systems to maximize efficiency, 4) assisting in program management activities

**TO APPLY:**

Screening and review of applications will begin upon receipt and continue until March 27, 2015. Anticipated start date is as soon as possible (with flexibility depending on successful candidate's availability).

The following is required and must be submitted before your application will be eligible for review:

- 1) A cover letter expressing your interest, qualifications for the position, and anticipated date of availability
- 2) A Western Oregon University employment application (available at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp) )
- 3) A complete Vita
- 4) Three letters of reference from current employers, professors, or associates who can speak to your successful performance related to the aforementioned qualifications
- 5) Complete contact information for three additional references other than those supplying letters

This job announcement is also available to download at: <http://www.teachingresearchinstitute.org>

Submit documents to: **Project Specialist #TRI-315, Attn: Cindi Mafit, Teaching Research Institute**, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; or you may e-mail as an attached document to [mafic@wou.edu](mailto:mafic@wou.edu) or fax: 503-838-8150.

**Western Oregon University is an equal opportunity employer  
committed to increasing the diversity of its workforce.**