**PhD Program Coordinator and Administrative Assistant**

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening.  To apply for the position, please click the **Apply for this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from diverse candidates and candidates who support diversity.

[**Bookmark this Job**](https://jobs.hrc.pdx.edu/bookmarks?posting_id=17936) **|** [**Print Preview**](https://jobs.hrc.pdx.edu/postings/17936/print_preview) **|** [**Apply for this Job**](https://jobs.hrc.pdx.edu/postings/17936/pre_apply)

**Position Announcement**

**Position Details**

|  |  |
| --- | --- |
| **Proposed Start Date** | 01/18/2016 |
| **Classification Title** | Office Specialist 2 |
| **Working Title** | PhD Program Coordinator and Administrative Assistant |
| **Position Number** | D92640 |
| **Representation** | OP - SEIU/OPEU Local 503 (All OUS) |
| **EEO Status** | Classified Part Time - < 1.0 FTE |
| **Position FTE** | .60 |
| **Term of Service** | 12 month-Annual |
| **Temp/Interim** | No |

**Position Summary**

|  |  |
| --- | --- |
| **Brief Description of PSU/School/Dept** | The field of Engineering and Technology Management provides a link between engineering, science, and management. It helps companies, research organizations, and governments to plan, develop, and implement technologies. PSU’s ETM Department is one of the oldest departments in the field and a recognized world leader in this rapidly growing area. |
| **Position Summary** | The person holding this position works closely with the Department Chair, the Department Manager, and the PhD Program Director to coordinate the PhD program offered by the department. This position manages the educational process of PhD students from initial application to graduation, provides department administrative assistance, and coordinates department news and events. |
| **Primary Activity** | A - Administrative |
| **Minimum Qualifications from Classification** | - Two years of general clerical experience. One year of which included typing, word processing, or other experience generating documents; **OR**  - An Associate’s degree in Office Occupations or Office Technology; **OR**  - Graduation from a private school of business with a Certificate in Office Occupations or Office Technology **AND** one year of general clerical experience.  **Note:**  College courses in Office Occupations or Office Technology will substitute for the required experience on a year-for-year basis. |
| **Additional Minimum Qualifications for this Position** |  |
| **Preferred Qualifications** | - Proficient in Microsoft Office applications, Google mail (or similar email system). - Be able to deal with a diverse cultural environment and maintain a professional atmosphere. - Experience with Banner, Cognos, OneApp, or other PSU software is a plus. |
| **Key Cultural Competencies** | Creates an environment that acknowledges, encourages and celebrates differences. Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.  Adheres to all PSU policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct. |
| **Work Days/Hours** |  |
| **Total Compensation Range & Benefits Statement** | The starting salary rate for this position will be between $13.45 and $14.42 per hour dependent upon qualifications and experience, with an excellent benefits package including 95% premium paid healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse or dependent at any of the Oregon University System schools. |
| **Pay Range** | $13.45-$14.42 |

**Application Instructions**

|  |  |
| --- | --- |
| **Additional Information** |  |
| **Additional Application Instructions (deadlines, etc.)** |  |
| **Background Check Required** | Yes |
| **Position End Date (if applicable)** |  |
| **If you have questions** |  |

**Search Details**

|  |  |
| --- | --- |
| **Posting Close Date** |  |
| **Application screening begins** | 01/04/2016 |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. \* Where did you first learn about this position? Please be specific.

(Open Ended Question)

**Applicant Documents**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**