



**evergreen**

Olympia, Washington

**Assistant Director for the Washington Center**

**Position Purpose**

This position supports the mission and purpose of the Washington Center for improving Undergraduate Education by assisting the Director in strategic planning, evaluation, and budget planning. The position is responsible for coordinating promotion and marketing plans, managing program and events, and overseeing Center operations.

The Washington Center for Improving Undergraduate Education is a public service center that enhances faculty professional development nationally, across Washington state, and on the Evergreen campus. This position reports to the Director and assists in strategic planning and evaluation, budget management, and promotion and marketing. The incumbent acts as the lead manager for national and local events and oversees successful management of the Center staff.

This is a full-time, overtime-exempt position on the Olympia Campus of The Evergreen State College. This is an “at-will” appointment, exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements.

**Salary and Benefits:** \$5,839 - \$6,199 per month of full-time work + excellent benefits including paid sick and vacation leave; paid campus holidays; a generous medical, dental, life, and disability insurance package; and a tuition waiver program.

**Closes:** August 11, 2022

All requested application materials must be submitted by the deadline to be considered.

**About the College**

The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative, and team-taught academic programs. The college has a vibrant undergraduate program, graduate programs, and public service centers that constitute a unique academic setting. The college values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. For more information about Evergreen, please visit our college catalog or our website: <http://www.evergreen.edu>

**Application Process**

For details on the application requirements and process visit: <https://evergreen.edu/employment/>

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, or status as a protected veteran. For more information regarding Evergreen’s non-discrimination policies or to report discrimination, please visit the Affirmative Action and Equal Opportunity webpage at <https://www.evergreen.edu/equalopportunity> or contact the Affirmative Action and Equal Opportunity

Officer at (360) 867-5371, Room 3102 Library Building, 2700 Evergreen Parkway NW, Olympia, WA 98505.