



JOB DESCRIPTION

TITLE: Administrative Assistant/Recruiter (Part-time)

COLLEGE/SCHOOL/DEPT: College of Education

DATE PREPARED: June 28, 2018

REPORTS TO: Project Director

FLSA: Non-exempt status

POSITION SUMMARY:

Administrative Assistant, Recruiter and Success Student Coach will be responsible for Title V grant-related activities, for actively identifying and recruiting all potential eligible students to Heritage University, and to provide support for the students during enrollment, during the program and to assist in their career and educational goals.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Organize professional development workshops with Heritage University, University of WA, and partner district faculty.
5. Coordinate with Business office on purchase orders.
6. Order equipment and supplies
7. Take minutes on any meetings including recruitment and advisory board meetings.
8. Collect Time and Efforts forms; give to project director for signatures.
9. Track all purchase order numbers and travel expenses; submit necessary reimbursement forms
10. Collect any necessary data for the grant and store on the server for annual reporting.
11. Represents the university at high schools, job/transfer fairs, financial aid nights, community agencies and youth programs, alternative high schools, after school programs, businesses, on and off campus special events.
12. Plans and conducts open houses, tours and information sessions.
13. Maintains and updates existing relationships and cooperation agreements with high school guidance departments and initiates new agreements.
14. Conducts ongoing outreach and support to prospective, new and returning students in person, via email, mail, telephone and other current communication/media means.
15. Develops and maintains working relationships with essential contacts both in the community and around campus for the purpose of recruiting students to Heritage University, and for any specialty programs or activities supported by Heritage
16. Contacts and meets with school counselors and teachers to explain and promote pre-college programs, and coordinates visits to disseminate information to a specific student population.

17. Provides information to prospective students and parents on specific educational opportunities of Heritage University, both on and off the campus to include, but not limited to: admissions application and requirements, financial aid processes, advising/career possibilities, and assessment requirements.
18. Travels within designated geographic territory to service area schools and community entities to recruit students.
19. Replies to phone calls, correspondence, and e-mail from prospective students and their family members in a timely manner, and follows up when appropriate.
20. Maintains student databases and related files; prepares reports on student inquiries and profiles; provides research for compiling, adding to, and purchasing a variety of marketing and recruitment mailing lists.
21. Works closely with other Student Services areas during peak times; assists with admission application input, advising and registering of students. Assists with New Student Information workshops and other campus activities.
22. Manages and coordinates visitor activities and events.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned.
2. Assists prospective and enrolled students in identifying and clarifying career and educational goals.
3. Assists prospective and enrolled students in developing meaningful and efficient education plans.
4. Helps students to successfully navigate through the enrollment process, including participation and collaboration in HU orientation programs.
5. Assists students in understanding their needs for being successful in college and in connecting to the best resources of the college and community for fulfilling those needs.
6. Assists with departmental and faculty initiatives to supplement and increase student success.
7. Develop and implement workshops, training, and other programming designed to assist students in areas of academics, career, and under-graduate transfer.
8. Provides interpretation of test results which affect enrollment qualification and course selection.
9. Guides students in their progress toward graduation through the utilization and interpretation of institutional/departmental policies and applicable transfer requirements.
10. Utilize Student Services planning tools in order to assist students with persistence, retention, and completion.
11. Advocates throughout the institution for recognizing and meeting the needs of students.
12. Supports the maintenance and development of the college's entire advising program.
13. Travels and advises at the Tri cities regional center.
14. Maintains a positive, helpful, constructive attitude and work relationship with supervisor, college staff, students, and the community.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A. **Knowledge:** Bachelor's degree; or equivalent work experience; experience at college/university level preferred, especially in advising, recruitment, career counseling and/or goal-oriented student services
- B. **Skills:** Strong technical abilities (using database systems, presentation software, MS Office suite); strong cross-cultural interpersonal and writing skills; strong public speaking skills and ability to represent the university in a positive way to diverse populations; Bilingual (Spanish/English) preferred
- C. **Abilities:** Ability to interpret, follow and administer academic and administrative policy; to communicate effectively in both oral and written form; to function as an integral and positive member of a team; to travel between various locations throughout the day

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK:HU App

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948