



## JOB DESCRIPTION

**TITLE:** **Administrative Assistant**  
**COLLEGE:** Center for Indigenous Health, Culture & the Environment (CIHCE)  
**DATE PREPARED:** July 2, 2019  
**REPORTS TO:** Dir, CIHCE & Principal Investigators of NSF HSI CRESCENT, NSF REU, and NSF SSTEM Grants  
**FLSA:** Non-exempt

### POSITION SUMMARY

The Administrative Assistant is responsible for providing prompt, accurate, courteous customer service and clerical support to faculty, staff, and students for all grants and programs housed in the Center for Indigenous Health, Culture & the Environment. The Administrative Assistant represents the CIHCE and associated grant programs in the most positive manner to a diverse group of prospective, former and current students, campus colleagues, and the communities we serve, upholding the Heritage and CIHCE mission statements.

Applicants must possess a strong commitment to providing compassionate support for diverse STEM scholars in their academic pathways and an ability to work independently and collaboratively with grant and community partners.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Handle confidential information with tact, discretion and in compliance with FERPA regulations.
2. Serves as the first point of contact for the CIHCE faculty, staff, students and visitors, which includes phone, email, and in-person inquiries. Maintains an orderly and welcoming office environment, greets all visitors with a pleasant and professional demeanor, and assists visitors in locating campus resources and services. Maintains a thorough knowledge of all office locations of campus and key points of contact in each office.
3. Assists faculty and staff in event preparation for CIHCE and associated grants. This work includes, but is not limited to, scheduling locations and making reservations, ensuring appropriate room accommodations for the type of event, communicating finalized event scheduling arrangements to event organizer, assisting with preparation of necessary materials in advance of meeting/event, contacting marketing for support under the guidance of event organizer, assisting with catering orders/pick-up/delivery, and tracking and recording event participants and presentations.
4. Assists in preparation of correspondence and reports for CIHCE faculty, other offices on campus, and outside constituencies. This work includes, but is not limited to, formulating data in Excel, creating PowerPoint presentations, mail merges, proofreading, printing and copying letters, and mail preparation.
5. Attend and record minutes for grant related meetings.
6. Provide clerical and administrative support to the CIHCE faculty, staff and students, such as desk copy ordering, typing Word documents from hand written notes, photocopying, filing, and processing and distributing of incoming and outgoing mail/faxes, and organizing and inventorying CIHCE gear and equipment.
7. Assisting grant principle investigators (PIs), program coordinators and associated faculty and staff with various tasks including record keeping, scheduling various on and off campus activities including travel arrangements.
8. Update and populate CIHCE and grant related social media platforms such as Facebook and Instagram as well as CIHCE and grant websites.
9. Work closely with students who are part of CIHCE programs and grants, helping to schedule program activities, track student participation, and arrange for participant stipends.
10. Work with Director of CIHCE, PIs of grants, and Program Coordinators on tracking and managing budgets in HU system.
11. Assist PIs and Program Coordinators in scheduling and conducting program activities including but not limited to ESCALA trainings, the student research symposium, weekly grant meetings, regular updating of online portal with grant information, and coordination of regular data collection and analysis related to grant objectives.
12. Work closely with Administrative Assistants and Administrative Coordinator in the College of Arts & Sciences (CAS) in collaborative manner, recognizing integrated nature of CIHCE and CAS programs and participants.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Maintains supplies inventories and prepares orders for office supplies under the direction of the CIHCE director.
2. Performs other functions as assigned.

**REQUIRED AND DESIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. **Knowledge:** Official assistant vocational degree or equivalent education. Two years of office experience in professional setting with a high level of confidentiality required. Experience working in a college or university preferred.
2. **Required Skills:** Works well in a team-oriented environment with an emphasis on collaboration. Possesses a high level of interpersonal skills, diplomacy, and professionalism. Maintains advanced proficiency in Microsoft Office software, including Word, Excel, PowerPoint, and Outlook. Demonstrates proofreading skills and attention to detail.
3. **Additional preferred skills:** Knowledge of MS Publisher, MS Access, MyHeritage, and Jenzabar/EX.
4. **Abilities:** Must be able to file and store documents, be able to walk across campus to obtain mail including boxes, be able to maintain a professional manner and high level of loyalty, as well as strong commitment to the mission of Heritage University. Sensitivity to working within multicultural setting is imperative. Professional dress for an office environment is required. Ability and experience to engage with Heritage University's surrounding community regarding the CIHCE and related grant programs, including the Yakama Nation.

**APPLICATION INFORMATION AND DEADLINE** Applicants 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 materials to: [Humanresources@heritage.edu](mailto:Humanresources@heritage.edu) or Heritage University, Office of Human Resources, 3240 Fort Road, Toppenish, WA 98948