



## JOB DESCRIPTION

**TITLE:** COE Graduate Programs Coordinator

**DEPARTMENT:** College of Education (COE)

**DATE PREPARED:** August 2019

**REPORTS TO:** College of Education Chairs

**FLSA:** Non-exempt

### **POSITION SUMMARY:**

The COE Graduate Programs Coordinator is responsible for a wide variety of duties and activities that support the following: Master's in Teaching (MIT) Theory to Practice Accelerate, Residency, Masters in Inclusive Education, and the Educational Administration program.

This position is responsible for creating and maintaining student files, contracting College of Education Adjunct instructors, developing current course schedules, and assisting with marketing, recruitment and enrollment in the various programs. Position also includes support for the University faculty and through exemplary customer service.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represent 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 College of Education and Heritage University.
2. Uphold the Heritage University Mission Statement.
3. Handle confidential information with tact, discretion and in compliance with FERPA regulations.
4. Communicate effectively with admissions, registrar, and advising center personnel to ensure successful transition of new students to programs; works with program Chairs in assigning faculty advisors following completion of pre-advising responsibilities.
5. Communicate effectively with all university offices, staff, and faculty including the regional sites.
6. Provides recruiting and marketing services for COE programs. Includes inquiries, follow-up contacts, data gathering, events, and developing materials. Coordinate admission procedures for these programs.
7. Track and report projected and actual enrollment numbers for COE Chairs. Develops work plans, assists with the development of reports and materials and monitors progress on projects and tasks as assigned for both on-campus commitments and community involvement. This includes, but is not limited to maintaining MS Outlook office contacts.
8. Manage graduate student files and reports; provide support for candidate recruitment and transfer student enrollment and course registration. Provide information regarding programs and referrals. Follow up with candidates to ensure files are complete. Coordinate enrollment and programmatic activities with all COE Regional sites.
9. Coordinate admission procedures for COE graduate teaching and administrative programs.
10. Provide recruiting and marketing services for College of Education pre-service teacher programs, Educator advancement, and Educational Administration. Includes inquiries, follow-up contacts, data gathering, events, and developing materials. Participate with activities designed to expand Heritage COE programs and enrollment.
11. With COE Certification officer, coordinate information on status of student applications, files and program completion.
12. Assist with and support the COE PESB Indicator-Based Program Review process.
13. Co-supervisor (w/Certification Officer) for Work Study positions including coordination, training, schedules and workload.
14. Develops and implements administrative systems for adjunct employment, contracts, produces and distributes new employee packets.

15. Maintain accurate and confidential personnel applications files.
16. Process and distributes term contract and adjunct confirmation letters each semester for courses in all program locations; process purchase orders, check request.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- A. **Knowledge:**
- a. Bachelor's degree preferred or a minimum of 4 years successful administrative assistant/office management experience
  - b. Ability to communicate effectively both orally and in writing.
- B. **Skills:**
- a. Extensive training and successful experience using a variety of technology-related applications for communication, records management, and document creation.
  - b. Excellent interpersonal/written communication skills in a variety of customer service experiences
  - c. Experience working in a professional setting with a high level of activity, confidentiality, and demonstrated commitment to diplomacy in handling sensitive/confidential matters.
  - d. Sensitivity to working in a multicultural setting.
  - e. Strong organizational skills with the ability to prioritize and meet deadlines.
  - f. Ability to work independently and as a member of a team with an emphasis on collaboration and tact
  - g. Highly organized, able to multi-task, and manage priorities.
  - h. Professional dress required
  - i. Personal transportation and a willingness to travel.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other functions as necessary or as assigned.

**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](mailto:Humanresources@heritage.edu) or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948