

- Excellent interpersonal skills both in person and by phone and by email.
- Ability to act independently and exercise sound judgment.
- Attention to detail, able to perform under pressure.
- Experience managing budgets.
- Ability to manage multiple projects and work assignments that requires assistance from a variety of staff and volunteers.
- Ability to motivate and work effectively with groups and individuals.
- Able to maintain confidential information.
- Proficient in MS Office.

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (names, email address & phone numbers of 3-5 current professional references).
- HU Employment Application

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

Full consideration will be given to applications submitted by Friday, April 1, 2022.

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

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.