



JOB DESCRIPTION

TITLE: Pathways Project Assistant

COLLEGE/SCHOOL/DEPT: Student Affairs

DATE PREPARED: (8/26/21)

REPORTS TO: David Hacker, Director of Student Spirituality and Learning

FLSA: (non-exempt status)

POSITION SUMMARY:

The Pathways Project Student Assistant will work closely with the Director of Student Spirituality and Learning to implement the workplan of the 2021-2023 NetVUE grant. Work will include facilitating logistics for putting on our Annual Spirituality Awareness Week; facilitating the development and regular meetings of the Pathways student group; being a resource to other groups to organize other events and service-learning opportunities; and coordinating with the Marketing Department for the development of videos, social media and other content on the Spirituality website.

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. Handling logistics such as room reservations, food and supply orders, workshop leader and speaker arrangements, and working with Marketing on publicity for Spirituality Awareness Week.
5. Developing and helping to facilitate regular meetings of the Pathways student group, including arranging food and supplies, leading meetings, organizing events and service-learning projects, coordinating with other student groups.
6. Working with the Director of Student Spirituality and Learning and the Marketing Dept to develop a series of videos and other content for the Spirituality webpage, developing and overseeing other social media.

OTHER DUTIES AND RESPONSIBILITIES: Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

*Every entry in this section **must** be supported by the **Principal Duties and Responsibilities** section. This section is critical in determining the areas of the position which may and may not be accommodated under the ADA. This section outlines:*

Knowledge: Position open to all Heritage Undergraduate Students. A familiarity with the processes of Heritage University will be helpful as well as some knowledge and appreciation of a diversity of spiritual or meditative practices.

Skills: Good communication, organizational and group facilitation skills, computer skills, familiarity with social media platforms. Some skills in video and web design helpful and ability to work effectively with other campus departments and a diversity of people.

Abilities: The position may require LIFTING 50 pounds, such as moving supplies from one location to another. It will require moving around campus to different meeting spaces and to work with different departments as well as traveling off campus. The position will require communicating with people to coordinate different activities and facilitate groups.

APPLICATION INFORMATION AND DEADLINE:

Applications should include the following:

- Cover Letter
- CV
- Transcripts (copies acceptable for initial screening)
- List of References (names, addresses, & phone numbers of 3-5 current professional references).

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

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