



POSITION TITLE: **Project Director (50%) & STEM Student Case Manager (50%)**

Project: HSI STEM & Articulation Program – Adelante STEM

SALARY RANGE: \$60,000 to \$70,000

DATE POSTED: June 15, 2022

DEPARTMENT: Student Affairs

FLSA: Non-Exempt

REPORTS TO: Vice President for Student Affairs

POSITION SUMMARY:

This Position will serve as **Project Director for 50%** time and as a **STEM Case Manager for the other 50%** of their time. The following is a summary of these two functions.

Project Director: The Project Director provides leadership, management, oversight, and coordination of a USDE funded, five-year grant to expand STEM educational opportunities for, and improve persistence and degree completion rates for Hispanic students pursuing STEM fields. The Project Director oversees project administration, implementation, and evaluation; communicates status of Title III HSI Project objectives to various university constituencies; and maintains effective oversight of grant activities to ensure that project operation is compliant with federal and HU policies and guidelines; and performs other project-related work as needed. The Project Director will report directly to the Vice President for Student Affairs; all other project staff will report to the Project Director.

STEM Case Manager: Provides direct support using a provide case management model to students seeking degrees in the fields of STEM/Pre-health. Works closely with admissions, advising, faculty and student support services to access needed services that help aspiring STEM students to succeed. This position will focus on a holistic effort, incorporating Heritage University and external resources for overall student achievement and retention in the STEM/Pre-health fields. Case Manager will manage a caseload of STEM students to support their academic, social and emotional success.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Project Director

1. Provide leadership in the administration of the grant and related areas as identified in the grant application; coordinate and oversee project activities; support outreach efforts with local schools and universities to increase the access, retention and transfer of Latino and low-income students pursuing STEM fields; perform other grant management duties.
2. Train, supervise and evaluate the performance of assigned staff.
3. Oversee the coordination of STEM services to students who participate in program activities; coordinate the functions of the technology and research components of the Project, including project evaluation.
4. Ensure accurate documentation of grant fiscal records, student records and evaluation data; collaborate with external evaluators to develop reports; submit annual and final reports as required by US Department of Education (USDE).
5. Provide guidance and progress reports for internal and external stakeholders.

6. Participate in the development of outreach materials, management, and participation forms for Project activities and events.
7. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
8. Communicate with faculty, staff, students and external organizations to coordinate activities and programs.
9. Develop and prepare the budget for the Title III HSI Project; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations; coordinate with USDE and Business Services on fiscal, compliance and reporting of expenditures related to project goals and objectives.

Stem Case Manager

1. Serve as an academic advisor and mentor for incoming freshman interested in STEM majors. Registers students for courses based on choice of STEM major, and other career goals.
2. Work with the Registrar and Faculty to develop STEM meta major academic plans.
3. Serve as a mentor, role model, retention specialist, career advisor, connecting students with Heritage academic and support services, such as tutoring, counseling, and social and mental health programs as necessary.
4. Draft correspondence, schedule regular meetings with students in groups and individually, monitor student progress and grades, develop intervention and support strategies as needed.
5. Create and maintain an assessment system working with the Program Director to support grant reporting, including data collection and analysis.
6. Travel and participate in STEM related student field trips, New Student Orientation, and other activities to support STEM students.
7. Assist students and faculty with researching experiential learning opportunities, graduate programs, scholarships, and other career opportunities in the STEM fields.
8. Willingness to learn in highly motivated and diverse team environment to provide assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and services to meet the needs of students.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. B.A. in Education and/or Administration and M.A. in Education or related field required.
2. Experience in program administration in higher education or school district required.
3. Experience with implementing grant projects and/or STEM experience preferred.
4. Ability to work collaboratively with university departments and target communities.
5. Supervisory experience with grant programs preferred.
6. Experience working with and understanding the needs of the target population required.
7. Demonstrated ability to write and speak clearly to various stakeholders required.
8. Exceptional ability to collaborate and communicate effectively with students, faculty, staff, and administration. Three (3) or more years working in schools and/or higher education.
9. Ability to multitask and organize to support students at different stages in their program and with different needs.
10. Must have experience with assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and services to meet the needs of students.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover Letter
- Resume
- Three professional references including name, email and phone
- HU Employment Application

Review of Application 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.

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.