TITLE: Project Coordinator  Engagement Achievement and Graduation for Low-income Students (EAGLES)

COLLEGE/SCHOOL/DEPT: College of Arts & Science/EAGLES S-STEM

REPORTS TO: Associate Professor/Principal Investigator, EAGLES S-STEM

FLSA: Non-Exempt

Position Summary:

This position will provide project support for Heritage University's NSF Scholarships in Science, Technology, Engineering and Mathematics award entitled “Engagement Achievement and Graduation for Low-income Students (EAGLES): A Partnership in STEM Education.” The coordinator's primary responsibilities will include, managing day-to-day project demands, assisting with EAGLES scholar recruitment, gathering and maintaining data on scholarship recipients and project outcomes, assisting with recruitment at the HU campus, collaboration with the PSU Project Coordinator on maintaining contact with and assessment of student scholarship recipient progress, assisting with preparation for summer workshops, coordinating travel and stipends for events and outside personnel, compiling information on potential student research and/or outreach projects. The coordinator will assist the EAGLES principal investigator and co-principal investigators in various project activities, scheduling meetings, transcribing meeting notes, and completing budget, progress, and other reports for HU and NSF, website maintenance, answering HU and public queries about the program. Qualified applicants might be asked to teach undergraduate level STEM courses in an Affiliate or Adjunct Faculty capacity (with additional compensation).

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, YCACH partners, and other community members. Learns and adheres to the operating practices and policies of the Center and Heritage University.

2. Upholds the Heritage University Mission Statement.

3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.

4. Assist Associate Professor and the co-PIs with the weekly administration of the EAGLES project. Facilitate the activities of EAGLES scholars and the relationship with Portland State University.

5. Administer EAGLES S-STEM scholar recruitment program, e.g., coordinating advertising and answering queries from potential applicants

6. Set up meetings, e.g., determine participant availability and reserve space

7. Make travel arrangements and reimbursements for EAGLES faculty and senior personnel

8. Purchase supplies (with PI approval)

9. Facilitate community partnerships and internships

10. Complete program accounting/budgeting and submit reports to HU and NSF

11. Attend EAGLES meetings and take notes for distribution
12. Assist in the development and submission of progress reports to NSF

13. Prepare EAGLES program information for internal and external distribution

14. Assist in EAGLES website development and conduct regular posting and maintenance

15. Prepare EAGLES correspondence for PI and co-PIs

16. Work with the PI, data analyst, and external evaluator in assessing the program’s effectiveness and completing the annual progress report.

Required Experience and Skills:

1. Minimum of B.S. or B.A. degree (Master’s or PhD preferred)

2. Two years of work experience, preferably some involving program management

3. Excellent writing and speaking abilities

4. Strong interpersonal skills for working in teams

5. Excellent computing skills, e.g., word processing and spreadsheet analysis

6. Working knowledge with various field and laboratory equipment

7. Teaching experience in undergraduate STEM courses preferred

8. Bilingual (English/Spanish) preferred

9. Successful completion of significant coursework or a minor in diversity inclusion leadership and intercultural competency (preferred).

10. Familiarity with HU’s or higher education administrative procedures (preferred).

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 affirmative action.