



JOB DESCRIPTION

TITLE: Director of Student Life & Engagement

DEPARTMENT: Office for Student Affairs

REPORTS TO: Vice President for Student Affairs

FLSA: Exempt status

SALARY: \$45,000 - \$55,000

POSITION SUMMARY:

The Director of Student Life & Engagement at Heritage University provide support services for the campus community through events and group activities designed to engage students to promote participation, service, and leadership with the goal of improving retention and graduation rates. The position will also serve as the cohort leader for various groups of students by advising, guiding, and supporting students as needed.

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. Manages confidential information with tact, discretion and in compliance with FERPA regulations.
4. Supervise Student Life Program Assistant, work-study student(s) and any other staff that report to the Student Life department.
5. Support the coordination of academic and career development opportunities for students. This could include but is not limited to: academic program fairs, career fairs, graduate school fairs, public service opportunities, job shadowing opportunities, New and Transfer Student Orientation, Student Think Tanks, Grant Program initiatives (TRiO/CAMP), and campus committee events/activities.
6. Coordinate cultural enrichment activities for students (both on and off campus). This includes but is not limited to speaker series, performances, student retreats, club development, holiday celebrations such as Martin Luther King Celebrations, National Coming Out day, and El Grito.
7. Serve as advisor for Student Government Association (SGA). Assist students with setting regular meetings, taking minutes, scheduling cultural, academic, career or personal growth activities and speakers, team communication, event coordination, and campus involvement. Facilitate retreats, workshops, and leaderships development trainings for SGA Executive Board. Administer SGA elections, student forums, and review academic success of all SGA Officers and Senators.
8. Serve as a resource for all active clubs. Facilitate workshops for club advisors and orientations for all new club advisors. Provide training to student clubs to support their activities, events, and use of funds. Ensure that clubs are coordinating fundraising activities with the Advancement Office. In addition, chair the Club Advisory Committee.
9. Serve as budget officer for the Student Government Association, all student clubs, and athletics. Oversee Fitness Center operations; ensure equipment is fully functional and that all students have signed a waiver from to utilize

facilities.

10. Advise cohorts of new students affiliated with specific Academic, Leadership, or Scholarship programs.
11. Other duties as assigned by Vice President for Student Affairs, such as serving as the judicial officer for disciplinary actions, represent the Vice President at meetings in their absence, and resolve sensitive issues with students related to the HU CARES program.
12. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A. Bachelor's degree in education, social work, higher education, business, communication, or related field. A combination of education and experience will be considered.
- B. Four years or more of relevant experience required working with school and community clubs and activities and managing budgets and personnel.
- C. Commitment to development of a campus community
- D. Event and project management
- E. Planning and organizing major activities
- F. Team-oriented approach
- G. High level of interpersonal skills and professionalism
- H. Sensitivity to working in a multicultural setting is imperative
- I. Ability to use Microsoft Office suite required
- J. Knowledge of Database management, Jenzabar EX student information system a plus
- K. Bilingual/biliterate/bicultural in English/Spanish is preferred
- L. Experience in Higher Education preferred

BENEFIT PACKAGE:

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 18 Paid Holidays
- Matching 403(k) Contribution after a year of service.
- Tuition Waiver Program
- Additional plan are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application Link: www.heritage.edu

Review of applications will begin immediately and will continue until the position is filled. Position is subject to funding.

Qualified candidates may submit 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 orders regarding non-discrimination and affirmative action.