



## JOB DESCRIPTION

**TITLE:** *Administrative Assistant for the Office for Student Affairs*

**COLLEGE/SCHOOL/DEPT:** Student Affairs

**REPORTS TO:** VP for Student Affairs

**FLSA:** Non-exempt

**SALARY:** \$34,706 to \$36,000

### **POSITION SUMMARY:**

This position exists to provide administrative support to the Office of Student Affairs.

### **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. Answer phones and greet visitors
5. Schedule appointments and maintain calendars
6. Coordinates student affairs front desk coverage with other departments.
7. Schedule and coordinate staff and other meetings
8. Prepare communications, such as memos, emails, invoices, reports, and other correspondence
9. Create and maintain filing systems, both electronic and physical
10. Manage accounts, place orders, prepare purchase orders, reconcile budget expenses, and perform bookkeeping functions for the department
11. Assist with event coordination and planning for the Office of Student Life and the Office of Student Affairs.
12. 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.
13. Advise cohorts of new students affiliated with specific Academic, Leadership, or Scholarship programs.
14. Work in collaboration with "HU Team" members to promote individual student success (Financial Aid, Student Affairs, faculty advisors). Assist student in resolving financial aid or other holds (registration, business office, etc.).
15. Serves as a resource coordinator to support student success, participate in the intake of Advocacies
16. Maintain a clean work area, dust, and disinfect areas after use when on campus
17. Be able to lift up to 30lbs and move items for events as needed with a cart
18. Work with respect and care for all individuals and promote an inclusive culture
19. Communicate with tact and sensitivity
20. Attend meetings in person, via distance modalities, and over the phone as needed
21. Must have reliable internet at home, and be willing to productively work from home (as needed)
22. Performs other functions as necessary or as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Bachelor's degree preferred but not required OR
- Three or more years of experience working in an office
- Must be highly skilled with technology and able to work well remotely
- Must have a high school diploma or GED
- Must be very knowledgeable in Microsoft Office Suite and other programs such as online databases
- Must be willing to work as needed on weekends
- Type 40 WPM
- Must have a valid driver's license and reliable transportation
- Work is primarily performed in a university campus environment and requires a flexible schedule that may include some evening work.
- Staff may also be asked to use their personal vehicle to travel to meet with employers and attend off-campus community events.

**BENEFIT PACKAGE (benefit eligible is at least .75 FTE):**

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 18 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program
- Additional plans 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](http://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](mailto: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.*