



JOB DESCRIPTION

TITLE: Program Coordinator

COLLEGE/SCHOOL/DEPT: Student Affairs/CAMP

REPORTS TO: CAMP Program Director

FLSA: Non-Exempt

SALARY: \$35,000 - \$36,500

POSITION SUMMARY:

CAMP is a federally-funded program through the Office of Migrant Education (OME) designed to improve retention rates for students who are migratory or seasonal farm workers (or dependents of such workers). The Program Coordinator for CAMP provides prompt, accurate and courteous customer service that is critical to the successful operation of the program. This position support the PI, Director, CAMP Staff, and current and former CAMP Students.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Uphold the Heritage University mission statement and represent Heritage University in the most positive manner with prospective, former and current students, donors, clients, suppliers and the community we serve. Interact effectively with a diverse group of faculty, staff, students and other customers of our services. Learn and use operating practices of the department and Heritage University.
2. Customer Service: Serve as the point of contact for incoming students, greet students, staff, and faculty seeking information. Answer incoming phone calls, schedule appointments for staff, students, and mentors. Make copies, maintain all brochures and a welcoming reception area for CAMP.
3. Clerical and Administrative Support: Process mail, maintain CAMP files for the grant. Maintain all department papers and electronic filing systems according to office records retention schedules and handle confidential student information with tact, discretion and in compliance with FERPA regulations. Assist with scheduling advising appointments, prepare information for advisors, call to remind students about advising appointments.
4. Data-entry and Database Maintenance: enter data for CAMP student database system. Process entry/exit paperwork for the CAMP program participants. Participate in screening process of new applications. Maintain all files for CAMP participants, pull data from the EX Student management system.
5. Budget and Procurement: Process purchase orders, check requests and maintain budget records. Oversee all hiring processes for any personnel charged to CAMP, maintain time accountability records, and collect time sheets, work with mentors, staff, the director, and PI to coordinate new hire paperwork with HR.
6. Events and Planning: Assist in event preparation for CAMP. Secure locations, schedules room reservations, book catering, order supplies, assist with set up, preparation of meeting and event materials. Assist with event promotion, mailings phone calls, and advertising.
7. Inventory: Maintain and organize inventory; order office supplies and equipment as needed to ensure the smooth operation of the CAMP.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

A. Knowledge:

- Bachelor's degree or 2-4 years' experience required, preferably in a higher education or customer service setting.
- Migrant education and culture

B. Skills:

- Experience working in a professional setting with a high level of activity and confidentiality.
- Able to use multi-line phone system, IBM compatible computer and Microsoft Office suite required. Must be able to type 50+ words per minute.
- Possess a high level of interpersonal skills and professionalism.
- Sensitivity to working in a multicultural setting is imperative.
- Certification as a notary is preferable.
- Bilingual/biliterate/bicultural in English/Spanish is preferred.
- Professional dress required.

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK:[HU App](#)

Review of applications 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

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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.