

10. Assist students and faculty with researching experiential learning opportunities, graduate programs, scholarships, and other career opportunities in the STEM fields.
11. 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.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in recruiting events to assist with sharing information and resources with school officials, incoming students, stakeholders, and the community.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Bachelor's degree required
2. 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. Ability to multitask and organize to support students at different stages in their program and with different needs.
3. Must have experience with assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and services to meet the needs of students.

SKILLS PREFERRED:

Degree in a STEM or STEM related field preferred
Master's Degree Preferred
Bilingual Spanish and English preferred
Mentoring, Tutoring, and advising experience preferred

APPLICATION INFORMATION AND DEADLINE:

Send the following information to Heritage University Human Resources

- 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.