



JOB DESCRIPTION

TITLE: Adelante STEM Student Case Manager

COLLEGE/SCHOOL/DEPT: Academic Affairs

REPORTS TO: Vice President for Student Affairs & Director of Title III HIS-Grant

FLSA: Non=Exempt

SALARY: \$40,000 - \$50,000

POSITION SUMMARY:

Provide direct support to students seeking degrees in the fields of STEM/Pre-health. Works closely with admissions, advising, faculty and student support services to develop systems that help aspiring STEM students to succeed. This position will focus on a holistic effort, incorporating Heritage University resources for overall student success and retention in the STEM/Pre-health fields.

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. Serve as the primary academic advisor and mentor for incoming freshman interested in STEM majors. Registers students for courses based on choice of STEM major, and other career goals.
5. Work with the Registrar and Faculty to develop STEM meta major academic plans.
6. Serve as a mentor, role model, retention specialist, career advisor, connecting students with Heritage academic and support services, such as tutoring, counseling, and social and mental health programs as necessary.
7. Draft correspondence, schedule regular meetings with students in groups and individually, monitor student progress and grades, develop intervention and support strategies as needed.
8. Create and maintain an assessment system working with the Program Director to support grant reporting, including data collection and analysis.
9. Travel and participate in STEM related student field trips, New Student Orientation, and other activities to support STEM students.
10. Assist students and faculty with researching experiential learning opportunities, graduate programs, scholarships, and other career opportunities in the STEM fields.
11. Supports and coordinates clerical and administrative duties to support activities assigned by grant director. This includes but is not limited to supply ordering, copying, filing, processing paperwork, and distributing incoming and outgoing mail.

Revision Date: 11/6/2023

12. Provide administrative support to various scheduled meetings, prepare, and send calendar invitations, draft agendas with materials and reports, and recording meeting minutes, grant files, and notes. Provide any follow up at the direction of the grant director.
13. Participate in recruiting events to assist with sharing information and resources with school officials, incoming students, stakeholders, and the community.
14. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. **Knowledge:** Bachelor's degree required. Must have experience with assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and services to meet the needs of students.
2. **Skills:** Degree in a STEM related field preferred; Master's degree Preferred; Bilingual Spanish and English Preferred; Mentoring, Tutoring and advising experience preferred.
3. **Abilities:** 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.

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.