



JOB DESCRIPTION

TITLE: Coordinator of Data and Reporting

COLLEGE/SCHOOL/DEPT.: Academic Affairs

REPORTS TO: Director of the ASC

FLSA: Non-exempt

SALARY: \$47,500 - \$52,500

POSITION SUMMARY:

This is a full-time position that supports the Director of the Academic Skills Center; provides data and context that informs program improvement, assessment, and institutional accreditation efforts; and helps manage the operational systems necessary to run the Academic Skills Center and improve delivery of service to students.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most position manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with diverse groups 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. Coordinates with the ASC Leadership Team on hiring and onboarding processes for new tutors, especially for external software systems support and training for a team of 20-30 tutors and staff.
5. Maintains and updates tutor subject approvals and produces subject review documents that verify alignment of tutor eligibility requirements to both CRLA and internal standards.
6. Contributes to ASC program improvement, assessment, and institutional accreditation efforts.
7. Is willing to assist in the day-to-day supervision of tutors if the need arises and works with ASC staff to maintain a positive learning environment in the ASC online and physical spaces.
8. Assists in writing and editing annual assessment reports, regular update reports to the Provost, and other important external communications.
9. Creates and updates materials including promotional videos, digital marketing documents, and forms and surveys designed to collect a variety of information necessary to support the ASC's day to day operations and data collection.
10. Designs, tests, builds, and maintains database structures to track data. Refines existing external software systems such as appointment scheduling and timecard management applications and provides staff training on those systems.
11. Provides regular student usage reports to grant managers.
12. Provides regular ASC usage reports, tutor productivity reports, and summative tutor log reports to the ASC Leadership team as well as other data reports that are relevant to the ASC's assessment plan and to tutor evaluations.
13. Provides data and context that promotes information sharing and transparency in partnership with various campus constituencies such as CAMP, TRIO, Advising, Faculty Senate, Academic Affairs, etc. through regular reporting of statistics and information about our tutoring services.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Every entry in this section **must** be supported by the **Principal Duties and Responsibilities** section. This section is critical in determining the areas of the position which may and may not be accommodated under the ADA. This section outlines:

- A. Knowledge:** Hold at least a bachelor's degree and have 2 years' relevant work experience, preferably in higher education.
- B. Skills:** Advanced knowledge of spreadsheet functions related to data queries. Beginning familiarity with some scripting and HTML.
- C. Abilities:**
 - Ability to consider things from other perspectives or roles (student, employee, professor, the institution)
 - Self-direction; approaches responsibilities proactively and with sound judgements
 - Ability to thrive in both independent and collaborative environments, exhibiting flexibility to work autonomously while also supporting team objectives.

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(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: [Employment Application](#)

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.