JOB DESCRIPTION

TITILE: PROGRAM COORDINATOR

COLLEGE/SCHOOL/DEPT: TRIO Student Support Serves/Student Affairs

REPORTS TO: Program Director

FLSA: Non-Exempt

SALARY RANGE: $38,000 - $42,000

POSITION SUMMARY:

The Program Coordinator will support the TRIO program's growth and development while monitoring the implementation of program policies and practices, determining student eligibility, acceptance to the program, and function to keep programming on schedule while monitoring the budget and adhering to federal regulations per the grant.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University positively with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with diverse faculty, staff, students, and other customers of our services, learns and uses the department's and Heritage University's operating practices.

2. Upholds the Heritage University Mission Statement.

3. Handles confidential information with tact, discretion, and in compliance with FERPA regulations.

4. Provide support for student workshops and trips, process requests for reimbursement, arrange for billing for transportation meals, collect data and information for waivers and prepare a packet for the Retention Specialist, facilitate and work collaboratively with outside vendors, mentors, students, and staff to assist with planning of all events, trips, and maintain data for tracking of events including scheduling for the year.

5. Keep track of returning students- each Semester, track graduating students- each Semester, print Student Profiles of each participant, update grades in the Student Access database program, and contact students who have been enrolled but have not attended events or meetings. Recruitment: Process applications, schedule appointments, collect student eligibility paperwork, verify eligibility with outside offices such as ADA and Financial Aid, and conduct interviews with potential participants. Review the applications and assist with the new participant acceptance process or denial. Meet with newly accepted S3 students to fill out contracts and tutoring requests and provide information on upcoming events: track program numbers and eligibility requirements of all students. Ensure we meet 1/3 and ¾ of the Department of Education guidelines requirements. Track acceptance and denial letters for students and create student files.

6. Reconcile budget monthly, assist with any reports related to budget figures, create the budget for next academic year, collect information from the business office, such as journal entries for on-campus charges, any invoices, process all POs and check requests, review timesheets before signature for mentors, tutors, and staff, copy timesheets for budget back up documents, route documents to the business office.
   APR: Input the yearly data on students for the APR reports. Includes updating student fields for the last 5 years of the program (almost 400 records). Input Student information into the Student Access Program when enrolled, create EX S3 participant list, and work with IT to extract data and set up reports.

7. Supervise and oversee work-study hire.

8. Participate in state, regional, and national conferences and meetings to maintain knowledge of current industry best practices and federal grant guidelines.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

    A. *Knowledge:*
Bachelor's Degree required in related field.

Experience working in an office setting providing direct support to a program or director; experience with non-profit grant-funded programs preferred.

Fiscal and procurement functions, working with spreadsheets, tracking expenses, processing travel, and updating budgets.

Supervision and labor laws and regulations that govern work-study students.

Experience working with diverse students, potential first-generation college students, students from low-income backgrounds, and students with disabilities.

Must communicate effectively over the phone and by electronic correspondence; a high priority is placed on business writing skills and the ability to lead work assignments.

    B. *Skills:*
Use of databases and software programs, specifically Excel and spreadsheets.

Organized and able to adapt to changes and manage interruptions in an open environment.

Demonstrated customer service with high professionalism and ability to work with employers, students, faculty, and staff in a confidential environment.

Bilingual/Biliterate English/Spanish is preferred.

    Work Environment:

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 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(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.