

**TITLE:** CAMP Project Director

**DEPARTMENT:** Student Affairs Division/CAMP

**REPORTS TO:** Vice-President for Student Affairs

**FLSA:** Exempt

**SALARY:** \$67,725 - \$70,000

**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 children of such workers). The CAMP Project Director works to integrate the CAMP program into the total student experience at Heritage University and is charged with successfully achieving program objectives as outlined in the grant proposal submitted and funded by the Office of Migrant Education.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Ensures program delivery meets all grant objectives. This includes but is not limited to: enrolling adequate numbers of students, achieving goals for completion of the first year of college and achieving goals for retention into the second year of college.
2. Serve as budget officer for the CAMP budget. Maintain budget records and monitor expenses to ensure they are in accordance with the grant guidelines
3. Manages data collection for grant reporting to ensure timely and complete compliance with all grant reporting guidelines. Provides status reports on participant performance when requested by funding agency or Heritage University.
4. Responsible for hiring, training, evaluating and supervising CAMP staff.
5. Work collaboratively with Advising Center, Office of Admissions, Financial Aid, Registrar and other campus offices to ensure smooth coordination of recruitment of CAMP eligible students and delivery of services to enrolled CAMP students.
6. Work collaboratively with the Student Life Coordinator to ensure adequate event opportunities and attendance for CAMP students per the requirements of the grant.
7. Create and maintain partnerships with outside community agencies to gather resources for students such as transportation, energy assistance, child care, health care etc.
8. Organize CAMP Advisory Council to solicit feedback and maintain communication with outside agencies.
9. Serve as primary liaison with Office of Migrant Education.
10. Participate in state, regional, and national conferences and meetings to maintain knowledge of current industry best practices and grant guidelines.
11. Handle confidential student information with tact, discretion and in compliance with FERPA regulations.
12. Assist with events as needed (workshops, convocation, commencement, welcome back programs, and awards ceremonies).
13. 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.
14. Upholds the Heritage University Mission Statement.
15. Other duties as assigned by VP for Student Affairs.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

### **A. Knowledge:**

- Bachelor's degree from an accredited institution of higher education in Education, Administration, Counseling, Social Work or related field of study required. Master's degree in related field preferred.
- A minimum of 3-5 years progressively responsible experience in the area of academic support program development and management.
- Experience in grant administration; work experience with programs providing services to college students who are low income, first generation and/or disabled.
- Evidence of overcoming barriers similar to those confronted by CAMP participants; and preferred minimum of three or more years of experience designing, managing, and implementing federal grant programs.
- Demonstrated experience in all aspects of program administration, personnel supervision, developing and monitoring budgets, writing program reports and conducting program evaluation required.
- Demonstrated ability to develop effective working relationships with faculty, campus officials, staff, and community agencies and schools and students from diverse backgrounds required.

### **B. Skills:**

- Excellent written and oral communication skills;
- Experience working in a professional setting with demonstrated ability to manage a high volume of tasks simultaneously.
- Team oriented approach, and desire and ability to work closely with peers, high level of interpersonal skills and professionalism.
- Sensitivity to working in a multicultural setting is imperative. Ability to work effectively with low-income, first generation, disabled students, and students from special population in need of academic assistance and their families.
- Able to use multi-line phone system, IBM compatible computer and Microsoft Office suite required, knowledge of Jenzabar EX student information system a plus.
- Bilingual/biliterate/bicultural in English/Spanish is required.
- Professional dress required.

### **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(b) 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.

Qualified candidates may submit application material to: [HumanResources@heritage.edu](mailto: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.*