



JOB DESCRIPTION

TITLE: HEP Ambassador
DEPARTMENT: HEP Alliance
REPORTS TO: Program Director
FLSA: Non-Exempt
SALARY: \$16.28/hourly

POSITION SUMMARY:

HEP Ambassador is responsible for providing a broad range of services and in support of student enrollment in HEP (High School Equivalency Program) this positions initiates aiding the HEP personnel.

The Heritage University High School Equivalency Program (HEP) helps migrant and seasonal farm workers and members of their immediate family to obtain a GED and then move on to new or better employment or be placed in post-secondary education or training.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Uphold the Heritage University mission statement and represent Heritage University in the most positive manner with prospective, former, and current students, donors, clients, suppliers and the community we serve. Interact effectively with a diverse group of faculties, staff, students and other customers of our services. Learn and use operating practices of the department and Heritage University.
- Support and coordinate clerical and administrative details to support activities for HEP office as needed. This includes but is not limited to creating and maintaining hard copies of HEP files, maintain all department paper and electronic filing systems according to office records.
- Data entry and database maintenance for graduate and current students.
- Serve as the first point of contact for HEP which includes phone, email, and in-person inquiries and visitor. Conduct presentations to local entities for recruiting students.
- Handles confidential information with tact, discretion and in compliance with FERPA regulations.
- Provide assessment/entry exams to prospective HEP students.
- Schedule appointments official exams appointments for current HEP students
- Maintain and organize office and keep inventory of recruitment supplies.
- Attending recruitment event as directed by Program Director or collaborating with HU- Admissions department.
- Will be required to participate yearly in FERPA and Sexual Harassment trainings as required.
- Assist in collaborative efforts with other individuals or departments on campus as requested by the Program Director.
- Perform duties as assigned by Program Director, Administrative Coordinator, Recruiter and Retention and Job Coordinator.
- "Professional attire is required to demonstrate professionalism within Heritage University, community."
- **Employees may perform other related duties as required to meet the ongoing needs of the organization and its targeted population.**

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- High School, GED, and/or comparable experience in working with migrant and seasonal farmworkers and/or human services programs.
- Experience working with individual educational/employment assessments and job placement
- Bilingual in English and Spanish (speaking/reading/writing).

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 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.