



JOB DESCRIPTION

TITLE: MESA Program Assistant (Part-time- 2 positions)

COLLEGE/SCHOOL/DEPT: Arts & Sciences

REPORTS TO: MESA Director

FLSA: Non-exempt

SALARY: \$17/hr. to \$20/hr. (*subject to funding availability-College Success Foundation grant*)

POSITION SUMMARY:

To provide superior service to students, teachers, schools, and the community, First Nations Mathematics, Engineering, and Science achievement (MESA) program is hiring an Assistant who will work closely to assist in creating seamless events. The Assistant's position will be a crucial part of the planning and execution of every service First Nations MESA delivers.

First Nations MESA is looking for someone with extremely well-developed organizational skills, able to handle multiple projects all in different states of development and delivery, and all with different needs. The ability to maintain spreadsheets and other database structures to track all required data are essential skills. Ability to multi-task, combined with superior time-management skill, is a must. Finally, this person must have well developed social and interaction skills, including both teamwork and leadership experience. The Assistant's position will work with both middle and high school *programs*.

DUTIES AND RESPONSIBILITIES:

1. Represent 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 Heritage University **AND** the First Nations MESA vision & mission statement.
3. Handles confidential information with tact, discretion, and compliance with FERPA regulations.
4. Maintain an inventory of all First Nations MESA supplies and equipment needed for First Nations MESA activities according to the needs of the content professionals designing and delivering the activities and guided by the activity budgets.
5. Assemble materials and supplies into activity-based kits, working with content and delivery professionals as needed. Ensure that each activity has the proper protocol and instruction manual(s).
6. Support our teachers with classroom materials for First Nations MESA projects and activities. Work with disciplinary professionals and teachers to innovate materials as needed.
7. Work with staff to purchase any needed materials, secure food and/or catering services, and identify meeting spaces at Heritage University for First Nations MESA activities and events.
8. This position will work up to 25 hours a week, with a varying work schedule to be determined by the MESA Director.
9. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge

- a. A high school diploma/GED required. Candidates must at least possess a basic knowledge of office/administration work duties and functions.
- b. Experience with coordination of outreach activities, able to communicate effectively.
- c. Teaching or outreach experience with underrepresented minority students.

2. Skills

- a. Excellent written, verbal, and interpersonal communication skills.
- b. Compatibility with a highly collegial, service-oriented faculty dedicated to improving education in diverse settings.

- c. Demonstrated skill in using technology as management, assessment, and teaching tools.
- d. Initiative, commitment to accomplishment, adaptability, and sensitivity to program and candidate needs.

3. Abilities

- a. Ability to work effectively with students, parents, and community groups from culturally diverse backgrounds. Awareness of cultural and socio-economic issues impacting education today.
- b. Ability to coordinate and lead others.
- c. Ability to lift and transport boxes of varying weight (no more than 15lbs.) to and from storage container.

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.