



## JOB DESCRIPTION

**TITLE:** Academic Coordinator & Grant Administrative Assistant

**COLLEGE/SCHOOL/DEPT:** Office of Academic Affairs

**REPORTS TO:** Office of the Provost, Executive Assistant

**FLSA:** Non-Exempt

**SALARY:** \$36,000 - \$38,000

### **POSITION SUMMARY:**

An Academic Coordinator is responsible for providing prompt, accurate, clerical, and technical support to faculty, staff, and students. This position reports to the Office of Academic Affairs and is responsible for the day-to-day administrative functions necessary to administer academic programs. This position is onsite and on campus.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Upholds the Heritage University Mission Statement.
2. 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 faculties, staff, students, and other stakeholders of our services, Handles confidential information with tact, discretion and in compliance with FERPA regulations. Learns and uses operating practices of the Heritage University.
3. Serves as the first point of contact for faculty, students, and visitors, including phone, email, and in-person inquiries. High levels of interpersonal skills, diplomacy, and professionalism required. Responsible for an orderly and welcoming office environment, where all visitors are greeted and assisted with a pleasant, professional demeanor. Assist visitors in locating campus resources and services.
4. Supports and coordinates clerical and administrative duties to support activities assigned by grant director, department chairs, faculty, adjunct instructors. This includes but is not limited to submitting and updating course schedules, booklists, textbook ordering, syllabi, and adjunct faculty/faculty contracts using the identified systems and procedures. Assist with onboarding of new hires in collaboration with HR, supply ordering, copying, filing, processing paperwork, and distributing incoming and outgoing mail.
5. Provide support and exceptional customer service to students, including assisting with questions, providing information, and troubleshooting issues and concerns as needed. This requires accessing information in Jenzabar and MyHeritage, assisting students with navigation of the student learning module, and providing information to faculty, instructors, and staff to support students including pulling class lists, schedules, grade reports, and assisting with registration.
6. Provide administrative support to various scheduled meetings, prepare, and send calendar invitations, and draft agendas with materials and reports, and from recordings transcribe meeting minutes, grant files, and notes. Provide any follow up at the direction of the committee chair and grant director.
7. Participate and engage in required meetings including administrative support meetings, events planning meetings, departmental meetings, committee meetings, and others as designated by the grant director, or Office of Academic Affairs.
8. Maintains all department/grant program(s) paper and electronic filing systems according to office retention schedules, and handle confidential information with tact, discretion and in compliance with FERPA regulations.
9. Assists in event preparation for departments as assigned. This work includes, but is not limited to, schedule locations, and make room reservations, ensure appropriate room accommodations for the type of event, communicate event

scheduling arrangements to the event organizer, assist in preparation of necessary materials in advance of meeting/event, work with Marketing for support under the guidance of the event organizer, assist with catering orders/pick-up/delivery, and clean up post event.

10. Assists in preparation of correspondence for grant program, department faculty, other offices on campus, and outside constituencies. This includes, but is not limited to formulating data in MS Excel, creating documents in MSWord, creating mail merges, creating PowerPoint presentations, proofreading, printing, and copying reports. Use new software and database functions as assigned.
11. Under the direction of the grant director, or Office of the Provost, assist with procurement duties such as travel reservations, mileage, reimbursement, supply orders, registrations, membership renewal, and other expenses related to purchasing.
12. Performs other functions as assigned.

**Knowledge, Skills, and Experience:**

- High School diploma or GED required; bachelor's degree preferred.
- Minimum of two years of office experience in a multicultural, professional, or executive office setting.
- Experience in a team-oriented environment with an emphasis on collaboration.
- Advanced skills in Microsoft Office Applications, Excel, Word, Outlook, and PowerPoint.
- Excellent written and verbal communication skills, including taking minutes, editing, and proofreading.
- Demonstrated ability to exercise professional discretion and confidentiality with minimal supervision.
- Demonstrated ability to learn new software programs.
- Demonstrated ability to multitask and organize competing and complicated priorities.
- Ability to lift upwards of 40lbs.

**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 plans 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: [www.heritage.edu](http://www.heritage.edu)

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](mailto:HumanResources@heritage.edu) or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948