



JOB DESCRIPTION

TITLE: Program Coordinator for NSF HSI CRESCENT Grant

COLLEGE: Center for Indigenous Health, Culture & the Environment (CIHCE)

REPORTS TO: Director of CIHCE and Principal Investigator of NSF HSI CRESCENT Grant

FLSA: Exempt (10.5 months)

SALARY: \$59,456 - \$62,000 (Commensurate with education and experience)

POSITION SUMMARY:

The Program Coordinator is responsible for the successful execution of the National Science Foundation (NSF) funded CRESCENT Program at Heritage University. Candidates will embrace the NSF CRESCENT grant program's goal of increasing the number of underrepresented minority (URM) students that successfully complete undergraduate STEM degrees and transition into graduate programs or industry through attaining measurable objectives linked to culturally responsive and evidence-based collaborative activities and cooperative initiatives between HSIs and local, governmental, and state research institutions.

Heritage University, a Hispanic-Serving Institution located on the Yakama Nation, has a uniquely diverse student body. In the STEM fields, Heritage University offers bachelor degree programs in biology, environmental science, nursing, medical laboratory science, mathematics, and computer science. The coordinator has primary responsibilities for supporting the Principal Investigator in meeting the goals and objectives outlined in the NSF HSI CRESCENT grant and will work closely with grant partners in Yakima, Wapato and Prosser, WA.

Applicants must possess a strong commitment to providing support for diverse STEM scholars in their academic pathways and an ability to work independently and collaboratively with grant and community partners.

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. Uphold the Heritage University and CIHCE Mission Statements.
3. Manage confidential information with tact, discretion and in compliance with FERPA regulations.
4. Advise and mentor STEM CRESCENT students on a broad range of topics including degree requirements, strategies for academic success, and career opportunities in the sciences.
5. Provide academic assistance to STEM students in the CRESCENT program outside of normal class hours and demonstrate a willingness to work with and motivate these students, such as development of workshops to better prepare students for academic success.
6. Work closely with university partners to develop and coordinate STEM Student Learning Intervention activities, which include near-peer mentoring, intensive tutoring, and coordination and training of graduate student mentors with grant partners.
7. Schedule and conduct program activities including but not limited to the student research symposium, monthly grant meetings, regular updating of online portal with grant information, and coordination of regular data collection and analysis related to grant objectives.
8. Work with grant partners to support STEM College In the High School program activities.
9. Assist PI in STEM outreach to local and regional schools, including the EnvironMentors afterschool research program.
10. Work with partner institutions to coordinate the Undergraduate Research Summer Training program. Monitor the quality of the CRESCENT participant research projects and provide guidance as needed.

11. Work with the CRESCENT PI, data analyst, and external evaluator in assessing the program's effectiveness and completing the annual progress report.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. A M.S degree or commensurate experience in STEM, or related fields from an accredited institution is required.
2. Experience in teaching and/or mentoring diverse groups of students is highly desired.
3. Excellent written, verbal, and interpersonal communication skills.
4. Compatibility with a highly collegial, service-oriented faculty dedicated to improving education in diverse settings.
5. Experience in instructional strategies for English language learners is desired.
6. Experience in using technology as management, assessment, and teaching tools is desired.
7. Familiarity with social media platforms commonly used by undergraduate students.
8. Initiative, commitment to accomplishment, adaptability, compassion and sensitivity to program and student needs.
9. Experience working with youth programs.
10. Personal transportation and willingness to travel.
11. Ability to engage with Heritage University's surrounding community regarding the CRESCENT program, including the Yakama Nation.

BENEFIT PACKAGE:

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Unpaid 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
- Vita/Resume
- Transcripts (copies acceptable for initial screening)
- 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.