



JOB DESCRIPTION

TITLE: STEM Outreach Specialist

DEPT: Adelante STEM/Student Affairs Department

REPORTS TO: Title III Project Director

FLSA: Non-Exempt

SALARY RANGE: \$45,000 - \$50,000

POSITION SUMMARY:

This position will play a vital role in supporting Heritage University's Title III STEM grant initiatives. Key responsibilities include traveling to local schools, community colleges, and educational institutions to establish and foster long-lasting partnerships. This role will be essential in developing articulation agreements that streamline the transition for future STEM students into HU, building strong connections with educational and community partners to inspire and guide prospective students toward STEM-focused academic and career goals. Additionally, the individual will engage in strategic planning with university stakeholders to align outreach goals with the broader objectives of the Title III STEM grant, ensuring the sustained growth and support of a diverse STEM student population.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Recruit exceptional students for Science, Technology, Engineering and Mathematics (STEM) programs from high schools and two-year colleges in central and eastern Washington
2. Communicate consistently and effectively with prospective students and their families in person and via phone, email, text messaging, printed communiques, and the Internet.
3. Meet quantitative and qualitative departmental goals for inquiries, applications, admitted and enrolled students.
4. Build and maintain productive relationships with faculty and administrators at local high schools to establish a reliable enrollment pipeline so that students can transition seamlessly from high school to college at Heritage University.
5. Foster relationships with faculty, staff and administrators of organizations that serve youth in our community (e.g. GEAR UP, Upward Bound, and College Success Foundation).
6. Establish and maintain relationships with the Washington STEM Network.
7. Work in the community to increase public awareness of Heritage University programs, success stories and opportunities.
8. Work collaboratively with colleagues in financial aid, advising, registrar, the business office, and other campus offices to ensure a consistent and smooth transition from applicant to student.
9. Maintain a detailed knowledge of STEM degree programs, including requirements, curriculum, policies and procedures, student and faculty accomplishments and general knowledge about Heritage University.
10. Facilitate campus tours for visitors and prospective students.
11. Represent Heritage University at community activities and events. Some evening and weekend hours are required.
12. Participate in state, regional, and national conferences and meetings to maintain knowledge of current industry best practices and grant guidelines.
13. Assist with on-campus events such as group tours, high school visits, workshops, new student orientation, etc.
14. Represent Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve.
15. Interact effectively with a diverse group of faculties, other educators, administrators and the rest of the

Heritage University community.

16. Learn and use the best practices of the department and Heritage University.
17. Uphold the Heritage University Mission Statement.
18. Perform other duties as assigned by Director of Admissions and the Recruitment and Outreach Coordinator.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

A. Knowledge:

- Bachelor's degree required. STEM degree preferred.
- Demonstrated experience working in higher education programs serving diverse students preferred.
- Demonstrated ability to develop effective working relationships with faculty, campus officials, staff, and community agencies and schools and students from diverse backgrounds required.
- People coming from backgrounds similar to our student populations are encouraged to apply.
- 2-5 years' experience working with low-income, first generation and/or students with different abilities required, in higher education preferred.

B. Skills:

- Extraordinary interpersonal skills; must be able to effectively communicate with a wide range of populations throughout the day, including traditional and nontraditional students, families, school staff and administrators, and business and community leaders.
- 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.
- Sensitivity to working in a multicultural setting is imperative.
- Able to use multi-line phone system, IBM compatible computer and Microsoft Office suite required, knowledge of Salesforce and/or the Jenzabar EX student information system is a plus.
- Bilingual/biliterate/bicultural in English/Spanish is preferred.
- Professional dress required
- Valid driver's license and personal vehicle required.

BENEFIT PACKAGE (benefit eligible is at least .75 FTE):

- Health Benefits – medical, vision, prescription, and dental
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Programs
- Additional plans are available for purchase. This includes AFLAC and additional life & AD&D 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 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 complying with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action