



JOB DESCRIPTION

TITLE: Graduate Academic Specialist/Outreach and Recruitment Coordinator

DEPARTMENT: Arts & Sciences

REPORTS TO: MSW and MMHC directors

FLSA: Non-exempt

SALARY: \$57,000 - \$63,000 (Commensurate with education and experience)

POSITION SUMMARY:

The Graduate Academic Specialist/Outreach and Recruitment Coordinator will be working with the Master of Social Work (MSW) and Master's in Mental Health Counseling (MMHC) programs. This position will be assisting with program development and management, basic research, administrative support, and outreach and recruitment for the programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in a 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 the Heritage University Mission Statement.
3. Promotes a positive environment, with a focus on diversity, inclusion, equity, and belonging, for high quality teaching, learning, research, and service.
4. Attends meetings for both programs, takes notes, and ensures follow-up on tasks.
5. Coordinates with grant funders and partners to ensure grant goals and reporting requirements are being met.
6. Handles confidential information with tact, discretion, and in compliance with FERPA and HIPAA regulations.
7. Work closely with the Department of Admissions to collect and review Graduate applications. Correspond with applicants and admissions around missing documents.
8. Designs applications, information pathways, and services, especially as it relates to curricula.
9. Assists with accreditation and assessment processes as needed.
10. Takes a lead role in recruiting students and community partners for both programs, at both the undergraduate and graduate levels.
11. Communicates with people outside the organization, representing the organization to schools, the general public, and other stakeholders.
12. Uses data-informed critical thinking to make decisions and solve problems.

13. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Bachelors degree in Social Work, Psychology, or related field; graduate degree preferred.
2. Strong interpersonal, organizational, and oral and written communication skills.
3. Previous work and/or personal experience with traditionally underserved groups, especially Latinx, Indigenous, and rural populations.

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

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) 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

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 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.