



## JOB DESCRIPTION

**TITLE:** President's Liaison for Native American Affairs  
*(Internal job posting for Staff or Faculty)*

**OFFICE:** Office of the President

**REPORTS TO:** President

**FLSA:** To Be Determined

### POSITION SUMMARY:

The President's Liaison for Native American Affairs is a part-time position (20 hours per week) that supports the President in all projects related to Native American nations, the Tribal Relations committee of the Board, and student activities on campus. *This position is an internal posting for Staff or Faculty that is full-time 1.0 FTE status and must remain that through duration if selected for this position.*

### PRINCIPAL 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, learn and uses operating practices of the department and Heritage University.
2. Uphold the Heritage University Mission Statement.
3. Handle confidential information with tact, discretion and in compliance with FERPA regulations.
4. Provide support to the President in its relations with Yakama Nation Tribal Council and other nations.
5. Serve as an active member of the Tribal Relations Committee.
6. Advise Native American students as assigned.
7. Serve as club advisor as assigned.
8. Participate in University and community activities necessary to support students and program goals.

### QUALIFICATIONS:

#### Minimum:

1. A bachelor's degree in education or related field.

2. Three years of experience working with Native communities.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Understanding of Native American culture and traditions.
2. Excellent written, verbal and interpersonal communication skills.
2. Compatibility with highly collegial, service-oriented work dedicated to improving educational outcomes for Native American students.

**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](mailto: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*