



JOB DESCRIPTION

TITLE: Enrollment Coordinator

DEPARTMENT: Admissions

REPORTS TO: Director of Admissions

FLSA: Non-Exempt

SALARY: \$36,378 - \$45,500

POSITION SUMMARY:

The Enrollment Coordinator serves as a key resource and support for new and returning students in the Admissions processes and the primary processor of admissions documentation. The coordinator will be expected to be knowledgeable about the specific functions of the Admissions, Financial Aid, and Registrar's Offices to enable students to navigate these offices as efficiently as possible.

DUTIES AND RESPONSIBILITIES:

1. Uphold the Heritage University mission statement and represent Heritage University in the most positive manner with prospective, former and current students, donors, clients, suppliers and the community we serve. Interact effectively with a diverse group of faculty, staff, students and other customers of our services. Learn and use operating practices of the department and Heritage University.
2. Support the Senior Enrollment and Operations Manager and coordinate clerical and administrative details to support activities of the Admissions Office and other student services offices as needed. This includes but is not limited to coordinating work study help, copying, filing, processing, and distributing incoming and outgoing mail.
3. Data entry and database maintenance for student database systems. Input all student information for candidates inquiring and applying to all Heritage University programs as needed.
4. Maintaining and updating candidate files through the Admissions process including the use of technology and database software to form the ability to track progress of students in the enrollment pipeline.
5. Create and maintain hard copies of student files. Maintain all department paper and electronic filing systems according to office records retention schedules and handle confidential student information with tact, discretion, and in compliance with FERPA regulations.
6. Assist in preparation of correspondence and reports for Admissions Office use, in other offices on campus and other outside constituencies. This includes, but is not limited to, formulating data in excel, creating presentations, mail merges, proofreading, printing, and copying letters and mail preparation.
7. Maintain, organize, inventory, and order office supplies and equipment as needed to ensure the smooth operation of the Admissions Office.
8. Provides guidance and advice regarding policies and procedures to prospective and returning students regarding deadlines, missing credentials, and other relevant details.
9. Other duties as assigned by the Director of Admissions.

KNOWLEDGE, SKILLS, AND ABILITIES:

- BA degree required.
- 2-5 years' experience, preferably in a higher education or customer service setting.
- Experience working in a professional setting with a high level of activity and confidentiality.
- Positive attitude and ability to adapt to change.
- Ability to interact professionally and collaboratively with internal and external individuals, departments, and organizations.
- Substantial experience with customer relations and/or student services is essential.
- Able to use multi-line phone system, must be able to type 50+ words per minute.
- Strong technology skills, including knowledge of Microsoft Office tools, strongly preferred.
- Possess a high level of interpersonal skills and professionalism.
- Proven record in working successfully with diverse populations with strong commitment to effective, efficient customer service.
- Must have a demonstrated ability to balance multiple projects and manage competing priorities.
- Bilingual/biliterate/bicultural in English/Spanish is preferred.

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
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK: [HU Application](#)

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application materials to: Humanresources@heritage.edu OR Heritage University.
Office of Human Resources 3240 Fort Road Toppenish, WA 98948

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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.