# Heritage University

**TITLE:**       **NSF SAGE Developmental Education Support Coordinator (DESC)**

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

**REPORTS TO:**       Director of CIHCE and Principal Investigator of NSF SAGE Grant

**FLSA:**       Exempt (10.5 months)

**SALARY**:       $60,000 (Commensurate with education and experience)
*(grant funded position, subject to grant funding availability)*

## Position Summary

Heritage University offers bachelor's degree programs in biology, environmental science, nursing, mathematics, and computer science. The NSF SAGE DESC will coordinate comprehensive academic support for STEM students in developmental mathematics and English classes while developing scaffolded support systems that guide students through completion of their degrees. This position will focus on implementing evidence-based interventions to increase passing rates and support student success throughout their entire STEM academic journey. The coordinator has primary responsibilities for supporting the Principal Investigator in meeting the goals and objectives outlined in the NSF SAGE grant. 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. *(The salary allocated for each year is subject to NSF Grant funding availability, whether it is a full 1.0 FTE or a % of FTE.)*

## Essential Duties and Responsibilities

- Coordinate institutional policy changes to support developmental mathematics classes
- Implement social and academic support layers to foster learning environments conducive to retention
- Develop and implement student STEM identity curricula and activities for incoming students
- Develop and implement scaffolded support systems that guide students from developmental coursework through completion of their STEM degrees
- Create longitudinal support frameworks that address academic barriers at critical transition points throughout the degree pathway
- Design progressive intervention strategies that adapt to student needs from foundational courses through upper-division STEM requirements
- Facilitate wraparound tutoring support in partnership with the Academic Skills Center
- Coordinate with intergenerational immersion tutoring programs involving graduate students and community STEM professionals
- Develop and deliver STEM career development workshops covering resume building, graduate school applications, and professional communication
- Support STEM outreach programs, including the High School Environ Mentors Program
- Collect and analyze data on student outcomes in developmental education courses
- Support students in developing study skills and academic success strategies
- Create and maintain relationships with community support resources

- Manage confidential information with tact, discretion and in compliance with FERPA regulations

**Required Qualifications**

- Master's degree in STEM discipline (Mathematics, Biology, Chemistry, Engineering, Environmental Science, Computer Science, or related field)
- Minimum 2 years' experience in scientific research or STEM education
- Experience with academic support services, tutoring, or student success programs
- Strong understanding of developmental mathematics and foundational STEM concepts
- Excellent interpersonal and communication skills
- Ability to work with students from diverse academic preparation levels
- Experience with data analysis and student outcome assessment
- Familiarity with social media platforms commonly used by undergraduate students and wider community

**Preferred Qualifications**

- Experience with developmental education or remedial coursework
- Background in educational support services or academic advising
- Experience working with first-generation college students
- Knowledge of evidence-based learning strategies and pedagogical approaches
- Experience with open-enrollment institution environments
- Bilingual capabilities (English/Spanish) would be beneficial but are not required

**Working Conditions**

This position is in person located on our main Toppenish, WA campus. This position requires occasional evening and weekend work for events and programs. Travel may be required for conferences and professional development opportunities. The position is housed within the CIHCE, working closely with Heritage University's collaborative STEM departments with opportunities for cross-departmental engagement.

**BENEFIT PACKAGE:**
- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Unpaid 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 <u>all</u> position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- Transcripts (copies acceptable for initial screening)
- HU Employment Application          LINK: Employment Application

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.*