



TITLE: NSF SAGE Project Coordinator (PC)

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 PC will serve as the primary manager of all activities for Heritage University's National Science Foundation-funded SAGE project. This position will coordinate institutional transformation activities, manage student support programs, coordinate undergraduate research opportunities, and facilitate collaboration between institutional partners and students. 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

- Serve as primary project manager for the NSF SAGE grant activities and initiatives
- Work collaboratively as part of a project team including the Developmental Education Support Coordinator, CIHCE Administrative Assistant, Principal Investigator and Co-PIs
- Support fiscal management of the NSF SAGE grant including budget tracking, expenditure monitoring, and financial reporting
- Contribute to scholarly publications and dissemination activities related to project outcomes and research findings
- Coordinate and manage institutional STEM identity development programs
- Facilitate biannual HU STEM Stakeholder Meetings between leadership, faculty, staff, and students
- Implement Early Academic Intervention Model by collaborating with academic advisors and STEM faculty
- Coordinate Summer Undergraduate Research Fellowships (SURF) and Academic Year Undergraduate Research Fellowships
- Manage Panama Indigenous Intercambio Program (PIIP) logistics and coordination
- Organize Fall STEM Family Research Orientation and Spring Community Student Research Symposium events
- Support STEM outreach programs, including the High School Environ Mentors Program
- Collect and analyze data on grant activity outcomes and maintain project documentation
- Coordinate with external partners including Washington State University IAREC, USDA ARS, and Yakama Nation Department of Natural Resources

- Provide mentorship and support to undergraduate students in research experiences
- Facilitate structured student-led conversations with STEM faculty and staff
- Support students in applying for external research opportunities and graduate programs
- Manage confidential information with tact, discretion and in compliance with FERPA regulations

Required Qualifications

- Master's degree in STEM discipline (Biology, Chemistry, Mathematics, Engineering, Environmental Science, Computer Science, or related field)
- Minimum 2 years' experience in scientific research
- Experience with project management and coordination
- Strong written and verbal communication skills
- Ability to work collaboratively with diverse stakeholders including students, faculty, administrators, and external partners
- Proficiency in data collection and analysis
- Experience with event planning and coordination
- Familiarity with social media platforms commonly used by undergraduate students and wider community

Preferred Qualifications

- Experience with undergraduate research programs or mentoring
- Knowledge of grant management and reporting requirements
- Experience working with rural or community-based educational institutions
- Bilingual capabilities (English/Spanish) would be beneficial but are not required
- Experience with international program coordination beneficial but not required

Working Conditions

This position is in person and 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 all 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.