



Job Description

TITLE: Director of Student Life & Engagement

DEPT: Office of Student Affairs

REPORTS TO: Vice President for Student Affairs

FLSA: Non-Exempt

SALARY: \$50,000 - \$60,000

Position Summary:

The Director of Student Life & Engagement at Heritage University provides support services for the campus community through events and group activities designed to engage students to promote participation, service, and leadership with the goal of increasing graduation rates. The position will also serve as oversight for various groups of students by training, advising, guiding, and supporting students as needed.

Duties & Responsibilities:

1. Represents 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, learns, and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Manages confidential information with tact, discretion and in compliance with FERPA regulations.
4. Oversees the front desk schedule with the Work-study student(s)
5. Leads the New Student Orientation process for incoming first-year and transfer students by coordinating a multi-department team to orient students to the Heritage systems and processes, support services, and academic and cultural offerings. Leads continual improvement efforts for NSO to increase retention rates.
6. Supports the coordination of academic and career development opportunities for students. This includes but is not limited to academic program fairs, career fairs, graduate school fairs, public service opportunities, job shadowing opportunities, , student focus groups, and campus committee events/activities.
7. Coordinates cultural enrichment activities for students (both on and off campus). This includes but is not limited to speaker series, performances, student retreats, club development, holiday celebrations.
8. Serves as advisor and trainer for Student Government Association (SGA) to ensure they complete their roles and responsibilities. Assists and trains students by setting regular meetings, taking minutes, scheduling cultural, academic, career or personal growth activities and speakers, team communication, event coordination, and campus involvement. Facilitate retreats, workshops, and leaderships development trainings for SGA Executive Board. Administer SGA elections, student forums, and review academic success of all SGA Officers and Senators.
9. Serves as a resource for all active clubs. Facilitate workshops for club advisors and orientations for all new club advisors. Provides training to student clubs to support their activities, events, and use of funds and resources needed to be successful. Ensures that clubs are coordinating

fundraising activities with the Advancement Office and the Business Office and learning the functions of fundraising.

10. Oversee the Student Government Association budget and train the students in record keeping managing budgets and expenses for Student Government Association and all student clubs.
11. Oversees Fitness Center operations; ensure equipment is fully functional and that all students have signed a waiver from to utilize facilities.
12. Serves as a member of the Student Affairs Leadership Team to ensure coordination of Student Life Activities with the needs of other student support programs.
13. May advise cohorts of new students affiliated with specific Academic, Leadership, or Scholarship programs.
14. Other duties as assigned by Vice President of Student Affairs

KNOWLEDGE, SKILLS & ABILITIES

- A. Bachelor's degree in education, social work, higher education, business, communication, or related field. A combination of education and experience will be considered
- B. Four years or more of relevant experience required working with school and community clubs and activities and managing budgets and personnel
- C. Experience in good record keeping, filing or electronic files, and budgets
- D. Commitment to development of a campus community
- E. Event and project management
- F. Planning and organizing major activities
- G. Team orientated approach
- H. High level of interpersonal skills and professionalism
- I. Sensitivity to working in a multicultural setting is important
- J. Ability to use Microsoft Office suite required
- K. Knowledge of Database management, Jenzabar EX student information system a plus
- L. Bilingual/biliterate/bicultural in English/Spanish is preferred but not required
- M. Experience in Higher Education 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-6 month waiting period.
- 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.