



JOB DESCRIPTION

TITLE: Program Manager

DEPARTMENT: President's Office/Ross Institute for Student Success

REPORTS TO: Director of the Ross Institute for Student Success

FLSA: NON-EXEMPT

SALARY: \$45,000 - \$60,000

POSITION SUMMARY:

Reporting to the Director of the Ross Institute for Student Success, the Program Manager is responsible for overseeing operational and administrative details and performs administrative functions that require thorough knowledge of the University's role within the community and its developing national role. The position has recurring contact with the Ross Institute Advisory Council, senior administrators and executives, public and private officials, students, and campus constituents. The position regularly, frequently, and independently interfaces with high-level internal and external contacts requiring considerable discretion, initiative and confidentiality. The Program Manager oversees various programs of the Institute as assigned by the Director and serves as the primary support person for the Director and as office manager for the Institute.

DUTIES AND RESPONSIBILITIES:

Cross-departmental coordination and collaboration with the Center for Interdisciplinary Learning and Teaching and other Heritage departments.

Supporting the Director in development and oversight of external grants.

Supporting the Director in building national partnerships to promote Heritage University's model of education for rural, first-generation, socioeconomically challenged students.

Making travel arrangements for Director and consultants.

Coordinating and managing planning and implementation of small and large meetings, conferences, and training events.

Networking with and supporting national advisory council.

Networking with other Minority-Serving Institution (MSI) partners.

Managing the student-facing aspects of the Institute's work.

Assisting the Director in onboarding other employees and/or consultants.

Assisting the Director in developing and overseeing departmental budget and in overseeing purchasing and accountability for purchases for the Institute.

Development and oversight of the Institute's social media.

Supporting the Director in securing external grants and other funding and in grant reporting.

Upholds the Heritage University Mission Statement.

Performs other functions as necessary and as assigned by the Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent oral and written communication skills are required.

Ability to communicate effectively verbally and through written correspondence.

Ability to communicate with individuals one-on-one and with people in groups.

Must be adept at multitasking while accurately attending to detail.

Basic computer proficiency is required.

Excellent organizational and time management skills.

Must be able to work independently, use initiative, and make substantive decisions.

A record of inclusive conduct and evidence of multicultural skills is expected.

Some work outside of normal office hours is required to support partners in other time zones and while managing events.

Possible travel required.

Minimum Requirement: Bachelor's degree or equivalent work experience in a related field is required; equivalent work experience is equally considered to a bachelor's degree.

Preferred Requirements: at least five years of experience building and/or managing national networks of partners relevant to the mission and purpose of the Ross Institute and in working with MSI partners, higher education partners more broadly, historically-underserved students, and other entities committed to serving "new majority" and other historically-underserved populations; experience developing and overseeing website and social media; experience directly supporting a center director,

nonprofit or higher education manager, or an organizational chief executive; experience with supporting senior executive in soliciting grants and private financial support and in supporting grant reporting.

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 material 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 order regarding non-discrimination and affirmative action.