



## JOB DESCRIPTION

**TITLE:** Academic Coordinator

**DEPT:** Office of Academic Affairs

**REPORTS TO:** Executive Assistant & Operations Lead to the Vice President of Academic Affairs

**FLSA:** Non-exempt

**SALARY:** \$36,000 - \$46,000

### POSITION SUMMARY:

The Academic Coordinator is responsible for providing prompt, accurate clerical and technical support to faculty, staff, and students. This position reports to the Office of Academic Affairs and supports the day-to-day administrative functions necessary to administer academic programs. This is an onsite, campus-based position.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Upholds the Heritage University Mission Statement.
2. Represents Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interact effectively with a diverse group of faculty, staff, students, and other stakeholders. Handles confidential information with tact, discretion, and in compliance with FERPA regulations. Learns and follows the operating practices of Heritage University.
3. Serves as a point of contact for faculty, students, and visitors, to address or respond to emails or in-person inquiries. High levels of interpersonal skills, diplomacy, and professionalism required. Responsible for an orderly and welcoming office environment, where all visitors are greeted and assisted with a pleasant, professional demeanor. Assist visitors in locating campus resources and services.
4. Under the leadership of the Executive Assistant to the Vice President for Academic Affairs, this position provides support and coordinates clerical and administrative duties related to activities assigned by department chairs, faculty, and adjunct instructors. Responsibilities include, but are not limited to:
  - a. Submitting and updating course schedules
  - b. Managing booklists and textbook ordering
  - c. Collecting and maintaining course syllabi
  - d. Processing adjunct and faculty contracts using established systems and proceduresThis position also assists with onboarding new hires in collaboration with the Office of Academic Affairs, ordering supplies, copying, filing, processing paperwork, and distributing incoming and outgoing mail.
5. Provides support and exceptional customer service to students by assisting with questions, providing information, and troubleshooting issues as needed. This includes accessing information

in Jenzabar and MyHeritage, assisting students with navigation of the student learning modules, and providing information to faculty and staff to support student success. Duties may include pulling out class lists, schedules, grade reports, and assisting with student registration.

6. Provides administrative support to various governance committees by scheduling meetings, preparing and sending calendar invitations, drafting agendas with supporting materials and reports, and transcribing meeting minutes from recordings. Provides follow-up actions at the direction of the committee chair.
7. Participate in required meetings including administrative support meetings, event planning meetings, departmental meetings, committee meetings, and others as designated by department leadership or the Office of Academic Affairs.
8. Maintains all department/program paper and electronic filing systems according to office retention schedules. Handles confidential information with tact, discretion, and in compliance with FERPA regulations. Assists with event preparation for departments assigned. Responsibilities may include scheduling locations, making room reservations, ensuring appropriate room accommodation, communicating event arrangements with organizers, preparing event materials, coordinating with Marketing under the guidance of the event organizer, assisting with catering orders and pickup/delivery, and supporting post-event cleanup.
9. Assists in the preparation of correspondence for department faculty, other campus offices, and outside constituencies. This includes formulating data in Microsoft Excel, creating documents in Microsoft Word, preparing mail merges, creating PowerPoint presentations, proofreading, printing, and copying reports. Utilizes new software and database functions as assigned.
10. In collaboration with the Fiscal Officer, assists with procurement duties such as travel reservations, mileage reimbursements, supply orders, registrations, membership renewals, and other purchasing-related expenses as needed.
11. Performs other duties as assigned.

## **QUALIFICATIONS:**

### **Requirements**

- High school diploma or GED required; bachelor's degree preferred.
- Minimum of two years of office experience in a multicultural, professional, or executive office environment.
- Experience working in a team-oriented environment with an emphasis on collaboration.
- Advanced proficiency in Microsoft Office applications including Excel, Word, Outlook, and PowerPoint.
- Excellent written and verbal communication skills, including experience taking minutes, editing, and proofreading.
- Demonstrated ability to exercise professional discretion and maintain confidentiality with minimal supervision.
- Demonstrated ability to learn and adapt to new software programs.
- Strong organizational skills and the ability to manage multiple priorities and deadlines.
- Ability to lift up to 40 lbs.

**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)/Roth 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](mailto: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.*