TITLE: ***Administrative Assistant (McNair Grant)***

DEPARTMENT: Academic Affairs

REPORTS TO: Executive Assistant and Operations Lead to the VPAA

FLSA: Non-Exempt

SALARY: $35,630 - $40,000

Position Summary:

The Administrative Assistant (McNair Grant) is responsible for providing prompt and accurate clerical and technical grant support to faculty, staff, and students. This position will utilize Microsoft Office and grant program software frequently. The Administrative Assistant represents the university in the most positive manner to a diverse group of prospective, former, and current students, campus colleagues, and the communities we serve.

This is a full-time position that is split funded 80% through the McNair Grant and 20% through Academic Affairs. Continuing employment is contingent upon the availability of grant funding.

Principal Duties and Responsibilities:

1. Uphold the Heritage University Mission Statement.

2. Represents Heritage Univesity 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 Heritage University.

3. Manages grant program event coordination. This includes setting up appointments, ateending monthly meetings, taking meeting minutes, and sharing responsibility with other staff members. Assisting with conference travel arrangements for faculty, staff, and students includes, but is not limited to, scheduling locations and making reservations, ensuring appropriate room accommodations, commuicationg finalized event scheduling arrangements to the Project Director, assisting in preparation of necessary materials in advance of meeting/event, contacting marketing for support unde the guidance of the Project Director, assisting with catering orders/pick-up/delivery, and assisting in returning spaces to their original condition.

4. Mangages data and financial operations that include maintaining databases and tracking grant budget expenditures.

5. Manages logistics and support to include ordering supplies and equipment as requested and other grant-related administrative duties as set by the Project Director.

6. Maintains all paper and electronic filing systems according to office record retention schedules, and handles confidential information with tact, discretion, and compliance with FERPA regulations.

7. Facilitates communication asn assists in collaborative efforts with individuals or departments/units as requested by the Project Director.

8. Coordinates clerical and administrative details to support grant activities of the assigned department faculty, staff, and students as needed. This includes but is not limited to maintaining a supply of inventory,copying, filing, processing, and distributing incoming and outgoing mail.

9. Assists in preparation of correspondence and reports for the Project Director or other units on campus, and outside constituencies. This includes, but is not limited to formulation data in Excel, creating documents in Word, creating mail merges,

creating PowerPoint presentations, proofreading, printing, and copying reports. Learning and using new software and database functions may be assigned.

Knowledge, Skills, and Abilities:

Knowledge

1. Knowledge of office administration, records management, and customer service practices.
2. Knowledge of grant-funded program operations, budget tracking, FERPA requirements, ands confidentiality standards.

Skills

1. Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams) and database management systems.
2. Stron organizational, communication, proofreading, and report preparation skills with attention to detail.

Abilities

1. Ability to manage multiple priorities, maintain confidentiality, and work independently while meeting deadlines.
2. Ability to build effective relationships and communicate professionally with diverse students, faculty, staff,and external partners.

Other Duies and Responsibilties:

1. Maintains supply inventories and prepares supplies in cooperationwith grant personnel
2. Performs other grant-related and Academic Affairs functions as assigned.

Oualifications:

Minimum Requiremetns:

1. Associate degree.
2. Minimum of two years of office experience in a multicultural, professional, or executive office setting.
3. Experience in a team-oriented environment.
4. Advanced skills in Microsoft Office Applications including Excel, Word, and PowerPoint.
5. Exvellent written and verbal communication skills, invluding taking minutes, editing, and proofreading.
6. Demostrated ability to exercise professional discretion and condidentiality with minimal supervision.
7. Demostrated ability to learn new software programs.
8. Demostrated ability to organize competing and complicated prioriteies.

Preferred Requirements:

1. Bachelor’s degree.
2. Experience with recordkeeping or budget monitoring.
3. Experience working in a college or university.

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 materials to: Humanresources@heritage.edu OR Heritage University
Office of Human Resources, 3240 Fort Road, Toppenish, WA 98948

Thank you for your interest; however, we will contact only those selected for an interview.

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.