



JOB DESCRIPTION

TITLE: Assistant
(24 Month Position)

DEPARTMENT: Education and Psychology

DATE PREPARED: July 15, 2010

REPORTS TO: HU105 Project Director
HU105 Project Coordinator

FLSA: Non-exempt

POSITION SUMMARY:

The HU105 Staff Assistant supports the logistical and document management work of Heritage105 – a national teacher preparation project at Heritage University. The assistant also coordinates and maintains all documents related to HU105, including selected student records. The assistant facilitates communications between project partners and project leadership, manages all documents related to the project at the national and state level, and attends to the needs of each project site. The assistant reports directly to the project coordinator, and as necessary, to the project director.

PRINCIPAL DUTIES AND 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. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Communicates effectively with the HU105 project staff, partners and candidates and supports the consistent and effective implementation of adopted policy/procedures and program approval standards.
5. Develops systems for the orderly operations of the project office, including maintenance of project equipment and supplies.
6. Coordinates storage of all project records (national, state and university)
7. Serves as an active and engaged member of the HU105 project team, working on priorities as they are identified.
8. Attends project team meetings and contribute the ongoing development and health of the project.

9. Works with the HU105 team to ensure that all documents are adequately stored and are retrievable.
10. Manages the logistical work of the project in concert with the project coordinator and project director.
11. Works with all University/HU105 project staff to maintain an outstanding record of accountability.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Office experience required; knowledge of Heritage University internal systems preferred.
2. Demonstrated skill in managing tasks.
3. Demonstrated skill in using technology as a management tool; proficiency with Microsoft office suite tools.
4. Strong interpersonal, organizational, oral and written communication skills.
5. Ability to resolve issues and communicate difficult messages in an effective manner.
6. Initiative and commitment to accomplishment.
7. Ability to work effectively on a team, receive feedback with maturity and execute all project work in a pro-active manner.

**Interested and qualified applicants may submit
Resume and Letter of Interest and Three References to:
Heritage University
Human Resources Office
3240 Fort Road
Toppenish, WA 98948
Position closes August 2, 2010**