



JOB DESCRIPTION

POSITION OPEN UNTIL FILLED

TITLE: Project Director, CAMP

COLLEGE/SCHOOL/DEPT: Academic Affairs

DATE PREPARED: May, 2017

REPORTS TO: Assistant VP for Student Affairs

FLSA: Exempt

POSITION SUMMARY:

CAMP is a federally-funded program through the Office of Migrant Education (OME) designed to improve retention rates for students who are migratory or seasonal farm workers (or children of such workers). The CAMP Director works to integrate the CAMP program into the total student experience at Heritage University and is charged with successfully achieving program objectives as outlined in the grant proposal submitted and funded by the Office of Migrant Education.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Ensures program delivery meets all grant objectives. This includes but is not limited to: enrolling adequate numbers of students, achieving goals for completion of the first year of college and achieving goals for retention into the second year of college.
2. Serve as budget officer for the CAMP budget. Maintain budget records and monitor expenses to ensure they are in accordance with the grant guidelines
3. Manages data collection for grant reporting to ensure timely and complete compliance with all grant reporting guidelines. Provides status reports on participant performance when requested by funding agency or Heritage University.
4. Responsible for hiring, training, evaluating and supervising CAMP Ambassadors, CAMP Instructors and CAMP Tutors.
5. Work collaboratively with Advising Center, Office of Admissions, Financial Aid, Registrar and other campus offices to ensure smooth coordination of recruitment of CAMP eligible students and delivery of services to enrolled CAMP students.
6. Work collaboratively with the Student Life Coordinator to ensure adequate event opportunities and attendance for CAMP students per the requirements of the grant.
7. Create and maintain partnerships with outside community agencies to gather resources for students such as transportation, energy assistance, child care, health care etc.
8. Organize CAMP Advisory Council to solicit feedback and maintain communication with outside agencies.
9. Serve as primary liaison with Office of Migrant Education.
10. Participate in state, regional, and national conferences and meetings to maintain knowledge of current industry best practices and grant guidelines.
11. Handle confidential student information with tact, discretion and in compliance with FERPA regulations.
12. Assist with events as needed (workshops, convocation, commencement, welcome back programs, and awards ceremonies).
13. 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.
14. Upholds the Heritage University Mission Statement.
15. Other duties as assigned by VP for Student Affairs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

A. *Knowledge:*

- Bachelor's degree required; master's degree in Education, Administration, Counselor Education or related field preferred.
- 3-5 years progressively responsible experience in an equal education opportunity office is required, in higher-education preferred.
- 5 years experience working with low-income, first generation and students with disabilities is required, in higher-education preferred.

- Demonstrated experience in project management for higher education programs serving diverse students preferred.
- Demonstrated experience in all aspects of program administration, personnel supervision, developing and monitoring budgets, writing program reports and conducting program evaluation required.
- Demonstrated ability to develop effective working relationships with faculty, campus officials, staff, and community agencies and schools and students from diverse backgrounds required.
- Persons coming from backgrounds similar to the target populations are encouraged to apply.

B. Skills:

- Experience working in a professional setting with demonstrated ability to manage a high volume of tasks simultaneously.
- Team oriented approach and desire and ability to work closely with peers, high level of interpersonal skills and professionalism.
- Sensitivity to working in a multicultural setting is imperative.
- Able to use multi-line phone system, IBM compatible computer and Microsoft Office suite required, knowledge of Jenzabar EX student information system a plus.
- Bilingual/biliterate/bicultural in English/Spanish is preferred.
- Professional dress required.

APPLICATION INFORMATION AND DEADLINE:

Application should include a cover letter, vitae/resume, list of references (names, e-mail addresses and phone numbers of 3-5 current professional references).

Review of application 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.