JOB DESCRIPTION

TITLE: Administrative Assistant – Student Affairs

COLLEGE/SCHOOL/DEPT: Student Affairs                     DATE PREPARED: March 13, 2013

FLSA: Non-Exempt

POSITION SUMMARY:

The Student Services building at Heritage University houses the critical offices for student admission, enrollment, financial aid, and student accounts. The Administrative Assistant will provide direct support to the AVP of Student Affairs and Student Life Coordinator. Support functions include assisting with event coordination, distribution of correspondence, updating the website, and assisting with the front desk as needed.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Database Management: Maintain databases and track data using a variety of systems, from Excel, Word, and the EX Student Management system. Use data to send out mail, merge documents, create labels, run generic reports, cold call students and employers, and track student participation in university sponsored events.

2. Public Relations: Update websites for Student Affairs, Career Services, and Student Life as needed in both My Heritage and on the main website. Develop campus flyers, promote events on campus, update and distribute the Student Targeted Announcements and Resources newsletter. Respond to general email inquiries, and update the calendar with upcoming and events.

3. Administrative Support and Coordination: Organize work files and information for events and meetings. Take notes at meetings as needed, set up files for sponsored events, draft agendas, make nametags, set up catering, reserve rooms and set up work orders for room set up. Work with staff and other clubs to coordinate events; go to other departments to promote Student Affairs sponsored events. Assist with stuffing packets, drafting packets materials and resources, set up of catering, and working with participants during and after the events.

4. Budget Management: Prepare monthly budget reports for Clubs, Intermural Sports, Student Government Association, various grants, and student life funds. Generate bids, purchase order requests, direct pays, and invoices as needed to reconcile budgets, prepare back up documentation and required paperwork to process budget requests.

5. As needed, assist the front office staff with clerical tasks to support activities of the Student Services Building (Student Affairs) which includes but is not limited to: copying, filing, processing incoming and
outgoing mail and faxes. Complete tasks by using basic office machines, such as, computers, fax machine, copier and calculator.

6. Maintain an orderly and welcoming office environment, greet all visitors with pleasant and professional demeanor, and assist visitors in locating campus resources and services (including other offices on campus, parking information, local information about Toppenish and/or Yakima Valley).

7. 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.

8. Handles confidential information with tact, discretion and in compliance with FERPA regulations.

OTHER DUTIES AND RESPONSIBILITIES:

1. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

A. Knowledge:
   • Event planning and coordination
   • Computer programs and database use (general)
   • Office support

B. Skills:
   • Highly organized and able to multi task and manage priorities.
   • Must possess a high level of interpersonal skills and professionalism.
   • Sensitivity to working in a multicultural setting is imperative.
   • Able to use multi-line phone system, PC compatible computer and Microsoft Office: Word, Excel, Power Point and Ex (preferred).
   • Able to perform duties in a high traffic area.
   • Must be able to type 40+ words per minutes and produce an accurate finished product.
   • Professional dress required.
   • Must hold a valid driver license

Interested and qualified applicants may submit
Heritage University Employment Application
and
Resume and Letter of Interest and Three References to:
Heritage University
Human Resources Office
3240 Fort Road
Toppenish, WA 98948

Position Closes March 28th, 2013