Position: Graduate Assistant for Veteran Affairs
Student Development, Division of Student Affairs

As a graduate assistant in the Division of Student Affairs, this job description denotes your primary responsibilities; however, the Division operates as a cohesive unit, and you may be asked to assist in other areas throughout the Division as necessary.

Primary Function:
The Military and Veterans Resource Center (MAVRC) is located within the Division of Student Affairs. The MAVRC is committed to ensuring that military and veteran students successfully transition into college and receive support in their academic degree progress. The MAVRC is the first stop for student veterans, campus faculty, and the extended community offering resources to meet the unique needs of each visitor. MAVRC is an active advocate for student veterans and their families and is committed to educating the campus and community on best approaches to overcoming the challenges faced during the transition from combat and throughout college. Currently, the MAVRC provides support for the more than 400 military, student veterans, and dependents.

Description:
Provide complex administrative and program support to the Military and Veterans Resource Center (MAVRC), including, but not limited to the following: welcoming center visitors and addressing their questions, collaborating with staff on development of programs and services, providing advocacy for military and veteran students, offering outreach services, networking with resources and making on-campus and community referrals, providing office administrative support, and assisting with fundraising and budgetary issues. This position will work in conjunction with the MAVRC Director and Student Workers. This environment is fast-paced and includes a wide variety of work tasks, so adaptability and ability to work independently is required. Additional requirements for this position include ability and desire to understand viewpoints and experiences of military and veteran students, strong written and verbal communication skills, time management, organizational skills, and knowledge of Microsoft Office programs.

Responsibilities include (but are not limited to):

1. Veteran Success Center
   - Serve as a resource to Military-affiliated students on campus; regularly attend student organization meetings and relevant campus and community outreach events; maintain regular office hours; support students’ transition between/from military to civilian life.
   - Assist military-affiliated students in responding to concerns; make appropriate referrals to campus and community resources; make students aware of relevant policies and procedures.
   - Manage and maintain the Military Culture online education program; advertise and recruit participants and respond to individuals who complete the program; maintain student and state listserve.
   - Assist students in applying for Federal Tuition Assistance, State Tuition Assistance, and VA benefits.
   - Other duties as assigned.
2. Assessment:
   - General: Create new assessment initiatives for the Military and Veterans Resource Center and provide support for the implementation and compilation of data.
   - Interfaith: Work with the Director to create intentional assessment objective that target interfaith reflection and spiritual growth.

3. Marketing and Public Relations:
   - Assist with informational updates (newsletters, email blasts, etc.) for veterans to keep them informed and connected.

4. Faculty & Advisor Engagement
   - Create opportunities for faculty, alumni and current students to collaborate, network and share information.

General
   - Complete 20 office hours per week in addition to weekend and evening hours as needed.
   - As assigned by supervisor, attend various staff meetings

Qualifications:
   - Bachelor’s degree required
   - Enrollment in a full-time Master’s program.
   - Programming experience, organizational skills, understanding of student learning theories and community development
   - Effective leadership and oral communication skills
   - Excellent written communication skills
   - Must maintain confidentiality in all duties assigned
   - Effective organization/multi-tasking skills
   - Undergraduate involvement in student organizations
   - Advanced skills in MS Excel and Publisher
   - Ability to work with Adobe Creative Suite Programs, preferred

Length of Assistantship: The Graduate Assistant contract year runs from September through May and is eligible for renewal on a yearly basis. A separate contract or working arrangement may be available for May through August and is subject to supervisor approval and budget allowance.