Job Title: Coordinator Veterans Resource Center

Department: Counseling and Advising Services

Grade: M

FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
The goal of this position is to establish, coordinate and implement services for the student veteran population.

Characteristic Duties and Responsibilities:

1. Plans, organizes, and directs activities related to student veterans.
2. Assesses, monitors and tracks the needs of the current student veteran population; recommends new initiatives according to the identified needs.
3. Maintains up-to-date information on effective services at other institutions and in the community for veterans.
4. Serves as professional resource to college community regarding helpful strategies for working with student veterans.
5. Collaborates with other program areas on activities to enhance the holistic wellbeing of student veterans.
6. Consults with students regarding academic concerns, assists students in obtaining support and/or resources to meet specific needs.
7. Works with student veterans to facilitate a successful transition to civilian life, and an effective retention plan.
8. Coordinates assigned activities, promotional efforts and the center’s programs during the academic year.
9. Provides administrative assistance to immediate supervisors; will occasionally develop, prepare and present recommendations and reports.
10. Selects, supervises and evaluates staff.
11. Other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade. Sept 2012
Job Description

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Reporting Relationships:

Direction Received: Reports to Director Counseling Services
Direction Given: Direct supervision of assigned staff

Minimum Requirements:
Master’s Degree from a regionally accredited institution in Counseling, Student Personnel, Higher Education Administration or related. One year of job related experience

Knowledge, Skills, Abilities and Worker Characteristics:
- Knowledge of career software and assessment instruments
- Strong Microsoft Office skills,
- Strong knowledge of career development and job search processes
- Excellent presentation skills
- Flexibility and the ability to manage multiple tasks
- Marketing skills
- Excellent interpersonal, verbal, and written communication skills
- Ability to work with a diverse student population
- Experience in workshop and program development

Working Conditions:
Typical office environment

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