

Job Description

Date: June 10, 2013	Position Title: Director, Veterans Center	Job Grade: H
Department: Enrollment Management	Division/Subsidiary: Financial & Administrative Services	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Position Code: DVCE	SOC Code:	Salary Range: \$33,384 - \$76,122
EEO Type: PR		

POSITION SUMMARY: Briefly describe what the position was created to accomplish.

Coordinate the functions of the Veteran Center, supervise and train the Center's staff, collaborate with internal and external entities to develop and implement department strategies. Develop advisement center events, veteran student advisement processes, student tracking and reporting, and provide College advisement resources.

ESSENTIAL FUNCTIONS: List in order of importance, describe what must be accomplished, not how it must be done; include supervision or management responsibilities, and quality/quantity standards.	% Time: Estimated time for function.
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Work collaboratively with the AVP Enrollment Management, Enrollment Management, Student Development and Instructional departments to ensure veteran student success.	20 %
Develop and implement veteran center procedures to assist veteran students with the transition to college, life and career goal exploration, student confidentiality, and academic degree plan evaluation. Facilitate student success.	25 %
Schedule, supervise, and train the Center's staff. Maintain up to date knowledge of advising practices and develop the team's responsibilities and goals.	20%
Utilize technical skills and knowledge to prepare data reporting, develop on-line student advisement tools, and to advise students regarding assessment results, educational and career goals.	15%
Provide referral services for tutoring, housing, financial, support services, counseling, and other personal and educational support services.	15%
Perform other duties as assigned.	5%

MINIMUM REQUIREMENTS

Education:	Bachelor Degree in an appropriate field from an accredited college or university.
Experience:	Three years successful work experience with administrative responsibility. Experience working with educational and veteran entities and students. Previous veteran programs processing and reporting experience, preferred. Minimum 3 years supervision experience. Extensive knowledge and interpretation skills of laws relating to veterans programs, administration of technical and vocational programs, federal laws and regulations
Knowledge/Skills/Abilities:	<p>Knowledge of current veteran services and programs. Higher education experience, preferred.</p> <p>Ability to build and maintain collaborative relationships with college faculty and staff, administration, and students.</p> <p>Proficiency handling multiple responsibilities and priorities.</p> <p>Excellent organizational, problem solving, and decision making skills</p> <p>Strong verbal and written communication.</p> <p>Knowledge of veteran programs and academic policies and procedures preferred.</p> <p>Computer fluency, including the administrative software, reporting, and other office reporting and communication software.</p> <p>Appropriate background check.</p>
Certifications:	

PHYSICAL REQUIREMENTS

Sitting 70 %
 Standing 15 %
 Walking 15 %
 Lifting Up to 20 #s, 5 % of Time

Environment: Heated Air-Conditioned Hazardous Chemicals: _____

Equipment Used: Computer Copier Fax Phone Fork Lift

Production Equipment: _____

ADDITIONAL COMMENTS

Security Sensitive Position

APPROVALS**Supervisor:****Date:****Next Level Approval:****Date:****Human Resources:****Date:**

NOTE: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.