

The Graduate Assistant (GA) for Veterans Education and Transition Services (VETS) works closely with the Director and VETS leadership team to run a robust and vibrant resource center. The position provides guidance and direction to military-connected students in and out of the VETS Military-Connected Student Centers, and is a key leader for the Veterans Administration (VA) work-study program. The GA position works collaboratively, both internally and externally to VETS, to develop and implement programs and services that support an inclusive environment, foster a sense of belonging for military-connected students from diverse backgrounds, and enhance student success by partnering with all of the University community's educational experiences. The position will focus on outreach and delivery of programs to military-connected students beginning with their application process and continuing through their graduation. Special emphasis is placed on First Year Experience, Orientation, career networking, and graduation. The position is an academic year contract at 20 hours a week with regular evening and weekend commitments.

Duties and Responsibilities

- Coordinate outreach efforts to raise awareness of the various programs and resources available through the VETS Military Connected Student Center, including outreach to new students at Freshman and Transfer Orientations, Wildcat Welcome, Graduate Student Orientation, and other UA-wide student events. Represent VETS Military Connected Student Center at outreach events as needed.
- Develop, implement, and assess programs for first year students that address the needs of student communities served by the VETS Military Connected Student Center.
- Lead a robust team of VA work-study students to carry out the daily operations of the VETS Military-Connected Student Centers.
- Participate in the selection and evaluation of student workers.
- Develop and lead training sessions for student workers, interns, and other university community members that contribute to the efficient and effective operation of the VETS Military-Connected Student Centers.
- Coordinate training programs that educate university faculty and staff members about military-connected student populations and VETS services available.
- Serve as a liaison on various campus committees that benefit from VETS representation
- Research and evaluate higher education and national trends in programming, assessing, and providing resources for Military-Connected students.
- Assist with the development, data compilation, and assessment of student survey information, university statistics, and other information necessary for program assessment.
- Collaborate with the Office of Transfer Credit & Articulation regarding military service and training (Joint Services Transcripts (JST), Community College of the Air Force (CCAF), ACE-recommended military credit, and other credit sources.
- Serve as a resource and referral agent to the members of the VETS military-connected student community.
- Serve on the selection board for undergraduate scholarships funded by VETS.
- Assist with coordination, creation, and design of educational and marketing materials

- Liaise with Military-Connected Benefits & Certifications to provide consistent messaging regarding VA and DOD education benefits.
- Collaborate with other cultural/resource centers and university departments to promote diversity and wellness within the military-connected community.
- Duties listed above may also be assigned to support ROTC programs.

Minimum Qualifications

- Qualifications as listed in the University's GA Manual
- Military Veteran or Dependent (Spouse or child of a veteran/military member)
- Previous experience working with the military and/or military families
- Previous experience in supervising personnel (i.e., interns, and/or undergraduate students).

Preferred Qualifications

- At least two years' experience working directly with diverse populations of students in educational settings.
- Experience in developing, implementing and evaluating campus activity programs.
- Experience providing crisis intervention and appropriate referrals to appropriate campus and community resources.
- Previous use of GI Bill benefits (Ch. 30, 31, 33, 35)

Compensation and Benefits:

\$20,000 salary for 20 hours per week (based on a fiscal or academic year contract), with regular evening and weekend commitments

Out-of-state tuition waiver

Health Benefits

Professional development funds (if available)