



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

DIRECTOR, VETERAN'S EDUCATION AND TRAINING SERVICES

POSITION REFERENCE NUMBER: 10268-98

GENERAL FUNCTION

To serve as a liaison between Veteran students, the University, military organizations, and the Veteran's Administration (VA); to provide certification of benefits, educational and supportive counseling to recipients; and to perform a variety of tasks relative to assigned area of responsibility. Additionally, responsibilities will include: recruiting students for programs at the University working closely with enrollment management and the academic schools; identify external funding opportunities and develop proposals for external funding collaborating with the Department of Institutional Advancement and the Office of the Research Grants Administration.

RESPONSIBILITIES

1. Provide leadership for the strategic planning, growth and expansion of the Veteran's programs and enrollment.
2. Provide leadership for continuous improvement of support programs for Veteran students.
3. Implement strategic goals to enhance Veteran student experiences at the University.
4. Provide leadership in recruiting Veteran students working collaboratively with Enrollment Management and the academic schools.
5. Identify military organizations to partner with RMU in offering degree and/or certificate programs. Strategically manage and strengthen existing and new partnership agreements.
6. Establish relationships with military units to promote University's programs. Organize information sessions involving other departments at the University.
7. Organize recruitment events in collaboration with enrollment management.
8. Actively promote visibility of the University, Schools, and Veteran student accomplishments to the community of interest.
9. Identify external fund opportunities for Veteran educational and support programs. Develop proposals in collaboration with the Department of Institutional Advancement and Office of the Research Grants Administration.
10. Provide leadership in coordinating Veteran student-related activities.
11. Provide leadership in assisting academic schools in Veteran student-related activities and support.
12. Develop and implement programs for Veteran student retention.
13. Act as liaison between Veteran students, the University and military organizations and the VA; counsel new, transfer and returning students on registration procedures related to VA and the University; assess Veteran needs, interests and requirements; and refer students to appropriate University departments or outside agencies as needed.
14. Provide information, guidance and technical assistance to Veteran students regarding Veteran programs, University degrees, certificate programs and transfer credits from two-year institutions and military career-related training and education.



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

15. Keep current files of and be able to interpret and explain rules and regulations of the VA and applicable state and University policies and procedures.
16. Develop and administer orientations for new and returning Veteran students and students changing majors. Orientations may be conducted on-campus or as part of military conferences, workshops, training meetings, or assemblies. Act as key University contact point for the Center and communicate for the Center to internal/external constituencies.
17. Utilize web-based and other software to maintain VA information including enrollment certifications, change of programs and change of status for students.
18. Coordinate maintenance of VA forms and other paperwork for appropriate personnel; contact local VA offices to inquire about relevant VA information. Confer with government agencies regarding problems or other matters related to the Center.
19. Receive and analyze reports regarding VA enrollment; report significant results and make recommendations to senior management.
20. Serve as University spokesperson for Veteran education.
21. Communicate and work with other University support service departments, including Office of Engaged Learning, Student Life, and Academic Services, for quality Veteran student education experience.
22. Coordinate Veteran alumni relations working with the Alumni Office.
23. Collaborate with other administrative departments including, Enrollment Management, Financial Aid, Institutional Advancement, Financial Operations, Office of Research Administration, Alumni Office, Marketing and Public Relations.
24. Prepare and manage budgets pertaining to the functions of the Department.
25. Provide leadership and manage professional staff and student employees in the Department.
26. Develop and present annual goals and reports concerning activities, expenses, budget, new and revised government statutes and rulings and other items affecting the Center and interpret regulatory or administrative decisions.
27. Provide leadership and manage professional staff and student employees.
28. Performs special projects and other duties as assigned.

MINIMUM QUALIFICATIONS

1. A Master of Science Degree is required; status as a military Veteran is preferred.
2. Minimum of three years of enrollment/advisement/counseling/management experience.
3. Minimum of one year of marketing/recruiting experience.
4. Experience in fundraising and grant proposals is preferred.
5. Ability to communicate with internal and external constituencies; excellent presentation skills.
6. Student focused; ability to maintain confidentiality.
7. Knowledge of Veteran's Administration (VA) rules and regulations, including transfer degree requirements.
8. Knowledge of general University organization, programs, policies and procedures.



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

OTHER INFORMATION

Exemption Status: **Exempt**

Post Date: **May 22, 2017**

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

RETURN TO JOB POSTINGS