Coordinator of Veteran and Military Services

Definition of Class
This is a professional position that coordinates student services for veteran and military students and serves as the central contact for University and community resources; facilitates their transition to college and supports graduation for veteran and military students.

Examples of Work Performed
Serves as the primary liaison with other University offices, programs and resources.

Identifies and coordinates campus services and resources to aid in student and staff transition and support.

Recruits and retains veteran and military students.

Develops and maintains web-site for veteran and military services.

Acts as an advocate on behalf of veteran and military students.

Develops and monitors the fiscal aspects of the department.

Oversees the budget and prepares all required financial statements and reports.

Serves as primary spokesperson, consultant and advocate for all initiatives.

Solicits and secures external funding to enhance services; prepares and submits grant proposals.

Ensures compliance with all state and federal regulations.

Supports and connects with campus student organizations serving veteran and military services.

Develops, organizes and conducts faculty and staff training and outreach programs.

Serves as a resource for veteran faculty and staff.

Promotes connections with all military education centers and officer career schools.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Recruits and retains veteran and military students.

2. Oversees the budget and prepares all required financial statements and reports.

3. Serves as primary spokesperson, consultant and advocate for all initiatives.
4. Develops, organizes and conducts faculty and staff training and outreach programs.

5. Solicits and secures external funding to enhance services; prepares and submits grant proposals.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to assist in lifting up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job the incumbent is frequently required to use hands to finger, handle, or feel; stoop, kneel, crouch, or bend; and reach with hands and arms. The incumbent is regularly required to stand; walk; and sit. Incumbent occasionally is required to climb or balance; and run.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited four-year college or university.

AND

Experience:
Three (3) years of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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