



JOB TITLE: ASSISTANT DIRECTOR OF VETERAN SERVICES (GRANT FUNDED)

Classification:	Classified Administrator	Retirement Type:	PERS*
Salary Range:	8	Board Approved:	December 17, 2018

BASIC FUNCTION:

Under the direction of the Dean of Student Support Services or other senior administrator, the Assistant Director of Veteran Services manages services and programs for the District's veteran and military-affiliated student population and works with faculty and staff to improve or enhance educational outcomes. The Assistant Director is responsible for fostering a student-centered, customer-service oriented environment within the department and for promoting cross-collaborative efforts with other student-support offices across the campus.

This position is contingent upon the availability of state and federal grant funding.

REPRESENTATIVE DUTIES:

Develops, improves and/or enhances services and networking opportunities for veteran and military-affiliated students to achieve academic performance and educational outcomes. Organizes student support groups and other services that encourage higher rates of course completion, persistence, degree or certificate completion, transfers to four-year colleges and universities, and employment.

Collaborates with Financial Aid and the Scholarship Office to help veteran/military-affiliated students identify and secure additional financial aid beyond what is provided by the military.

Collaborates with faculty to ensure veteran/military-affiliated students are monitored throughout the semester so that early alert advising is triggered in a timely manner.

Coordinates travel logistics and other arrangements in collaboration with the Transfer Center to facilitate student campus visits to four-year colleges and universities in California.

Organizes career workshops with employers in areas of interest to veteran/military-affiliated students. Assists veterans and military-affiliated students with interviewing skills and overall job readiness.

Consults with Institutional Research to develop survey tools that assess, monitor, and track the needs of veteran and military-affiliated students, including program satisfaction. Collects and analyzes data to identify emerging needs and/or ongoing trends. Maintains records and statistical data to prepare required reports for distribution, submission to outside agencies, and/or upper-level review.

Initiates and maintains an interdisciplinary workgroup dedicated to reviewing compiled survey reports and focused on addressing identified needs and concerns of veteran and military-affiliated students, faculty, and services within the overall program.

Identifies and recommends faculty professional development needs and other topics for student support workshops.

Contributes to short and long-term department goal planning. Provides input regarding the department's budget.

Manages all aspects of grant funds including submission of mid-year and year-end reports. Researches and applies for additional grant funding to support and enhance program services.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Bachelor's degree from an accredited college or university preferably in education, counseling, business, public administration, or other related field. Experience in military service preferred but not required.

At least three years of increasingly responsible management experience in working with veterans, including at least one year of experience in a supervisory capacity.

Or any combination of education and experience that would likely provide the required knowledge and abilities to lead and manage veteran programs and services.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Experience and/or background in veteran services is highly desirable.

Experienced in supervising, training, and providing work direction.

Experienced in administrative grant-funded project management.

Experienced in event planning, budget management, and report writing.

Knowledge of State Education Codes and other laws pertaining to student veteran populations.

Abilities/Skills:

Skilled in interpersonal verbal and written communication.

Ability to manage multiple tasks and be flexible to changes.

Ability to work with technical staff in developing technological solutions.

Strong computer skills.

Ability to supervise and evaluate the performance of assigned staff.

Ability to establish and maintain cooperative and effective working relationships with other program administrators on campus and within the external community.

Ability to work with a diverse veteran and military-affiliated student population.

Ability to work effectively within a team and provide leadership to a team to achieve goals.

Ability to adopt a "hands on" approach to complete tasks.

Licenses or Other Requirements:

Valid California driver's license.

Veteran status is highly desirable.

WORKING CONDITIONS:

May be required to drive to offsite locations periodically.

Must be able to lift up to 25 pounds.

Must be able to move from one work area to another.

Hand, wrist, and finger dexterity required to operate various office machines.

Work environment is highly multicultural and diverse in terms of demographics and opinions.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.