



POSITION DESCRIPTION

TITLE: Assistant Director for Military and Veteran Outreach **CATEGORY:** Professional
FLSA STATUS: Exempt **GRADE:** E

JOB SUMMARY: Responsible for the development and implementation of district-wide Outreach and Transition Programs for recruiting military, veterans and their dependents to the College. Provide guidance, address benefits eligibility and any questions regarding transition support services. Oversee the day-to-day operations of the department and outreach activities.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Develop and implement outreach and recruitment activities and strategies to attract active military, veterans and their dependents to the college. Provide one-on-one guidance for students, parents, and dependents inquiring about benefits eligibility and transition support services. Oversee the day-to-day operations of the department and lead military and veteran student outreach and recruitment efforts from the point of inquiry all the way through the enrollment process.	35%
2. Keep abreast of all state and federal programs related to veterans educational benefits including federal and state regulations and college policies and procedures. Provide assistance regarding military/veteran educational benefits and services. Establish and maintain effective communication with students, Veterans Resource Center, Financial Aid and Veterans Affairs, Career and Transfer Services, academic departments, and other college personnel to help ensure veteran and military student success. Assist in planning and conducting veteran orientations.	20%
3. Develop and implement outreach and recruitment strategic goals in regards to enrollment and completion for active military, veterans, and their dependents. Compile, analyze and maintain complex student recruitment, enrollment, retention, and graduation data to track trends and analyze programming.	20%
4. Conduct workshops and events to educate active military and veterans, their family members, and other individuals. Attend college fairs, veteran events, and conduct weekly visits to the Ft. Bliss Educational Center. Coordinate marketing and mass media activities, write releases and newsletters, and act as a liaison to the Marketing Department and other departments within the college. Promote and publicize recruitment activities for military and veteran students.	10%

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| 5. Assist in planning, design, and implementation of office operations, budget, policies and procedures, and outside activities. | 5% |
| 6. Verify staff work completion, provide feedback and coaching, and complete performance evaluations of assigned staff. | 5% |
| 7. Perform other duties as assigned. | 5% |

SUPERVISORY RESPONSIBILITIES: Direct/indirect supervision of assigned staff.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree.

EXPERIENCE: Five (5) years of related experience.

CERTIFICATIONS/LICENSES: Must have a valid driver's.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Knowledge of military benefits and ability to research complex federal and state regulatory guidance as well as college policies and procedures;
- Ability to work effectively in a team setting as well as independently with minimum supervision;
- Strong interpersonal and organizational skills;
- Ability to establish and maintain rapport with students, parents, faculty, administrative staff and top level executives;
- Strong commitment to customer service;
- Comprehensive knowledge of current Veteran Affairs and State regulations;
- Excellent communication, written and verbal.

2. Equipment Used: Personal Computer and other equipment associated with an office environment.

3. Software Used: A variety of word-processing, spreadsheet, database presentation software as well as email and student information systems (Banner).

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important to the highest degree due to constant interaction with other people, at any level within the organization or the community, position's accountability for the development, motivation, assessment, and reward of employees, and to deal with irrational situations where the outcome is unpredictable.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. The noise level in the work environment is usually moderate.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds				
Up to 50 pounds				
Up to 100 pounds				
More than 100 pounds				

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*

