

OFFICE OF MILITARY AND VETERANS RESOURCES
Graduate Assistant

Interested applicants may contact Bob Heckrote at rheckrote@bloomu.edu or (570) 389-4696 for a half-time GA beginning in the Fall 2017 – Please apply ASAP

POSITION DESCRIPTION: The Office of Military and Veterans Resources is committed to supporting and enhancing the recruitment, retention, and graduation rates of military students. The office provides support, services and resources which facilitate the achievement of military students. In addition, the program offers various educational programs and services to enhance their transition to college life, throughout their academic career and exiting academia all while understanding higher education expectations. To this end, Graduate Assistants (GA) will assist the Office of Military and Veterans Resources in facilitating military students’ transitions through a twenty hour Graduate Assistantship.

Incumbent’s major responsibility is programming events on and off campus and outreach with the intention of supporting and retaining military students.

SUPERVISOR/PROGRAM COORDINATOR: Academic Advisor for Military and Undeclared Students: Robert Heckrote

Responsibilities	STUDENT LEARNING OUTCOMES: The student will be able to:
Establishing, planning, and organizing special events on and off campus which target the military student population and military supporters. Additionally, the GA will engage in outreach for military students.	GA will establish, plan, and organize special events such as guest speakers, luncheons, fundraisers, and other events, which can be classified as programming in order to develop the knowledge and knowhow of planning student events. GA will also learn to develop program goals and Student Learning Outcomes for each event and also learn how to assess each event to gauge student development and impact.
Attend and participate in weekly meetings designed to help the GA understand the nature and purpose of the program and their role in achieving the goals and objectives of the program and their job duties.	GA will become grounded in student development and student retention theories which support the goals and objectives of the program; develop a greater awareness of military student age differences; learn strategies to assist military students in making a transition to academia; and become empowered as a contributing member of the Office of Military and Veterans Resources.
Provide support and resources for military students through contact with various offices and departments on campus.	GA will familiarize themselves with military resources and support liaisons and establish professional relationships on campus and with the local community.

Provide military personnel with contact information to services within the local community such as VA Medical establishments, military benefits services, VA Regional Offices and other military support systems.	GA will further develop their skills in establishing rapport and trust among students and community constituents.
Conduct research on what services other colleges and universities provide for military personnel and their families.	GA will develop a greater ability to establish a rapport with professionals; develop interpersonal skills and problem solving skills. GA will develop a keener sense for the different challenges military students present and learn/develop strategies for supporting and encouraging military students to be engaged and make connections.
Assist with management, supervision and operations of the Veterans Lounge	GA will have a better understanding of managing a team of undergraduate work/study students and the daily operations of the Veterans Lounge; GA will develop a thorough understanding of the common issues military students face and solutions to those issues.
Network, collaborate and liaise with BU Student Veterans Association (BUSVA) and affiliated organizations.	GA will work very closely with BUSVA and other military students / organizations in order to be in tune with the needs and challenges military students are currently facing; GA will also advocate for support and participation in BUSVA and for military students to be actively engaged in campus activities and leadership in an effort to create networks and collaboration throughout campus.

QUALIFICATIONS:

- Ability to work 20 hours per week (320 total hours Fall / Spring – 240 Summer)
- Demonstrates flexibility and strong organizational skills to meet timeline targets
- Communicates effectively one-on-one and with small group settings
- Communicates effectively through written, oral and visual communication
- Demonstrate sensitivity and awareness of cultural, ethnic, economic, disability, gender and religious differences among military students
- Works independently and is self-motivated to continuously increase knowledge and understanding of military student issues and trends
- Maintains confidentiality (required to sign confidentiality agreement)
- Possesses the ability to work with other offices, including Academic Advisement for Undeclared Students, Registrar, Counseling Center, Dean of Students, Career Development, Orientation, ROTC, Admissions, Minority Affairs, Financial Aid, Business Office in addition to military organizations

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| <ul style="list-style-type: none">• Ability to use Microsoft Office (Access, Excel, PowerPoint, Outlook, Publisher, Word and TracDat) |
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Note: At the conclusion on the experience, all Supervisors and Graduate Assistants will participate in an assessment program through the Office of Planning and Assessment.

Explanation of various programs:

- New Military Student Orientation
- Military Student Luncheons
- Guest Speakers
- Classroom presentations
- TALE – Working With and Understanding Military Students
- Military Graduation Recognition
- Support for other departmental events and programs

Revised 5 July 2017