

Coordinator III, Veterans Resource Center (Program and Services Specialist)
Auburn University

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Posted Oct. 22, 2020, set to expire Mar. 6, 2021

Job Title	Coordinator III, Veterans Resource Center (Program and Services Specialist)
Department	AU Veterans Resource Center
Institution	Auburn University Auburn, Alabama
Date Posted	Oct. 22, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services
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Job Description

Job Summary

Assists and oversees the operations of the Auburn University Veterans Resources Center (AUVRC) including planning, developing, implementing, and evaluating University Veterans programs and services.

Essential Functions

- Acts as project manager in planning, coordinating, implementing and overseeing activities to assist veteran programming related to academic support designed to benefit the student veteran. Develops and implements programmatic policies and procedures for student services and education projects and initiatives ensuring goals and objectives are accomplished within parameters.
- Develops, implements, maintains and evaluates student leadership and mentoring programs and provides leadership and input into the development and execution of student veteran programs, directly relating to Auburn Student Veterans Association (ASVA) and the Veterans Resource Center

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(VRC).

-Acts as liaison to Development. Coordinates, plans, and organizes events to include activities such as selecting speakers, negotiating contractual obligations, special alumni events, student veterans outreach engagements, award ceremonies, open-houses, and acts as liaison with representatives from schools, industry and schools/departments in planning and maintaining such events.

-Develops goals and objectives for improvement of Auburn Student Veterans in conjunction with direct supervisor; implements the plans for improvements of support functions, fund-raising and donor support. Networks with other departments and /or colleges, and ROTC units, in order to further foster networking/mentoring relationships during academic growth.

-Serve as the advisor for Auburn Student Veteran Association (ASVA). Assist in planning, developing and executing events and programs for ASVA.

-Conduct briefing sessions for individuals, small and large groups and other outreach activities designed to educate prospective students, current students, and their family members. Briefing sessions include topics of VA Education benefits, how said benefits are applied to Auburn University, and how each of the seven GI Bills are utilized. Brief prospective students a Auburn University's Student Orientation Session (SOS) and Camp War (CWEO) sessions.

-Approves, manages and tracks all undergraduate recruiting activities within the Veterans Resource Center and works with Auburn University's recruiting staff to provide awareness and support materials for all recruiting programs.

-Advises and instructs students and parents of financial aid issues regarding Department of Veterans Affairs Federal education benefits programs and other financials aid, scholarships, fellowships, internships and assistantships programs.

-Develops, implements and evaluates student-focused services or programs. Designs and facilitates professional development events for students and staff members for assessment and planning related topics.

-Consistently reviews and evaluates projects and programs to provide feedback and recommendations to Director. Provides leadership and input into the development and execution of a data analytics and business intelligence (BI) strategy. Data analytics will be intertwined in all levels of student programs within department.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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