



JOB DESCRIPTION (2023-2024)

OFFICE OF MILITARY AND VETERANS SERVICES

Title: CCSD Graduate Assistant (**MILITARY AND VETERANS SERVICES**)

Reports to: Program Manager, Military and Veterans Services

GENERAL RESPONSIBILITIES AND EXPECTATIONS:

Under the direction of the Executive Director, of Military and Veterans Services, the Graduate Assistant will be trained to provide direct assistance to both veterans and dependents of veterans, providing updated information to military-connected students, regional centers, community colleges, and alumni, establishing and maintaining relationships with Azusa Pacific University departments and community agencies that serve veterans, outreach with student veterans and their family members. Focusing on elements of counseling and personal development, the Graduate Assistant aims to engage this underserved military-connected population and advance awareness of resources that directly relate to student success, and showcase APU's reputation as a "Military Friendly University"

SPECIFIC DUTIES:

- Assist the Veterans Resources Center by gathering data regarding military-connected students and updating, analyzing, and publicizing results
- Conduct research, including analysis and recommendations from the findings of the Student Veterans Survey, and co-present findings to campus administration.
- Assist with the coordination of Veterans Awareness week in November and the Mentoring Program
- Build on the network and communication with faculty, staff, alumni, and community members about veteran issues, services, and resources.
- Assist with the development and organization of community service projects and collaborations with ROTC and other APU Student Life campus departments
- Assist with the administrative procedures of the Office of Military and Veterans Services

The GA will gain experience in the below CCSD competencies

1. Effective Campus and Community Relationships
2. Quality Programming
3. Pluralism, Inclusion, & Social Justice
4. Managing Conflict and Crisis
5. Assessment and Evaluation

SKILLS REQUIRED

1. Strong interpersonal and communication skills
2. High level of intercultural competence and experience
3. Writing and reporting skills at a professional level
4. Strong organization and management skills
5. Collaborative leadership style
6. Strong networking skills

Weekly Breakdown of Hours (Recommended):

- 2 hours – weekly staff meetings and bi-weekly one-on-one meetings with the supervisor
- 4 hours – responding to military-connected student's and parent's questions
- 2 hours – research related to best practices
- 3 hours – planning events for students
- 3 hours – meeting one on one with students
- 3 hours – collaborating with members of the community to meet the goals of the department