

Veteran and Military Affairs

Student Success Graduate Assistant

Job Description

The Student Success Graduate Assistant will perform the following duties:

Duties and Responsibilities:

- Supports VMA staff in coordinating and conducting objectives of VMA and the Student Veteran Center.
- Provide wrap-around services for military-affiliated students, to include resource referrals, follow-up care, success planning, and benefits counseling.
- Support and improve existing programming options to include Student Veteran Organization, Boots to Suits, and SALUTE Honor Society.
- Assist in outreach and retention efforts, to include Orientation, New Student Welcome Bash, Mountain Lion Resource Days, First Gen, Alumni, and other on campus events.
- Assist VMA staff in planning and executing events to include marketing, coordination of catering and room reservations, registration and check-in, organization of exhibitors, and e-communication.
- Coordinate with on- and off-campus partners in support of student needs.
- Create and update both new and existing outreach materials, to include digital resources, monthly newsletter, brochures, and campus-wide advertising.
- Office hours are Monday – Friday, 8 am – 5 pm, with a possibility of evening events. Flexibility around student schedule will be provided.

This position requires:

- Experience working with veterans and/or military-affiliated populations, or willingness to learn.
- Ability to work independently, as well as in a team environment.
- Excellent communication skills, both written and verbal.
- An aptitude for learning and working with technology applications.
- Innovation and creativity with respect to new and appropriate programming for student veterans.
- Ability to organize and prioritize multiple tasks with differing timelines.
- Empathy, patience, and a positive attitude.

Hours: Between 15-25 hours per week, Monday through Friday, 8:00 a.m. – 5:00 p.m. with the possibility of occasional evening events.

Wage: \$18/ per hour

Start date: Flexible, but no later than August 1, 2026.

Position reports to Student Success Coordinator