Veteran and Military Affairs

Outreach and Programming Graduate Assistant

**Job Description**

The Outreach and Programming Graduate Assistant will perform the following duties:

Duties and Responsibilities:

* Assist in creating and managing new programming opportunities for military-affiliated students.
* Support and improve existing programming options to include Student Veteran Organization, Boots to Suits, Veteran Tutoring, SALUTE Honor Society, and Books for Battle Buddies.
* Assist in recruiting and retention efforts, to include event tabling, webinars, and promotional videos.
* Gather and analyze data through satisfaction surveys to improve customer service, retention, programming, events, and processes.
* 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, and provide referrals to on and off campus resources, as needed.
* Create and update both new and existing outreach materials, to include website and digital signage (no experience necessary), social media, e-communication, monthly newsletter, brochures, and campus-wide advertising.
* Provide education benefits counseling, social and academic support, and transition assistance.
* Other opportunities include learning the role of VA Work Studies; understanding how universities work with the Department of Veteran Affairs in processing and certifying education benefits; and VA compliance and reporting requirements.
* 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.
* 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.

**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 (once COVID restrictions are limited).

**Wage:** $15 per hour

**Start date:** Flexible, but June 1 preferred.

Position reports to Assistant Director