

Class Code:.....1282  
Position #: (PSA)..... (E)  
Developed by:.....DG  
Reviewed by:....DG,KC,LK  
Approved by:.....LK,AMC  
Date:.....12/17, 04/18

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Assistant Director, Veterans Affairs and Military Programs  
**DIVISION:** Student Affairs  
**REPORTS TO:** Dean of Students  
**GRADE:** 11  
**SUPERVISES:** Professional and clerical support staff, graduate and undergraduate student employees

**BASIC FUNCTION:**

Under the direction of the Dean of Students, the Assistant Director of Veterans Affairs and Military Programs serves as the University-wide resource providing expertise, guidance and support to the University of Rhode Island student veterans.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Plan, coordinate, and implement programs to serve the unique needs of veterans at the University, including students, staff, and faculty veterans.

Collaborate with offices within the university and with external partners to provide a welcoming supportive environment for student veterans to assist them in obtaining educational and other VA benefits.

Support recruitment of veterans as potential job applicants and to support existing veteran employees in accordance with Federal AA/EEO regulations.

Assure effective processes to offer and provide programs and services to student veterans in accordance with Executive Order 13607- Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, spouses, and other Family Members and aligned with the VA and DOE "8 keys to Veterans' Success."

Collaborate with URI's Study Abroad office in encouraging student veterans to study abroad. Provide information on veterans' benefits that can be processed when a student has elected or is required to study abroad.

Work collaboratively with the University's Army Reserve Officer Training Corps (ROTC) programs.

Assist with the development of policies and procedures for veterans at the University, including students, staff, and faculty veterans.

Collect and analyze data regarding student veterans, especially retention, persistence, and graduation rates.

Serve as a member of the Dean of Students team.

Participate in the creation and implementation of educational programs and trainings targeted to student veterans, spouses, and other family members.

Assist in the development of student veterans help guides and publication materials.

Recruit, select, train, and supervise student staff.

Develop outside funding sources to supplement resources.

**OTHER DUTIES AND RESPONSIBILITIES:**

Develop policies, statistical reports and documents.

Represent the Dean of Students Office on University, Division, and other committees and at University events.

Work evenings and weekends when necessary.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's Degree; Minimum five years of progressively responsible experience working with veterans and/or military-connected people (including a minimum of two years' professional experience in higher education); Demonstrated working knowledge of post-secondary funding opportunities for veterans (including all state and federal educational benefits); Demonstrated experience communicating and collaborating with students, university administrators, and State and Federal officials; Demonstrated knowledge of and ability to communicate and interpret institutional policies, procedures, federal and state statutes, relevant to veterans; Demonstrated knowledge of and problem-solving ability to communicate solutions about complex issues relevant to veterans; Demonstrated knowledge of federal benefits for veterans, dependents, and survivors and the E.O. 13607, (Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members); Demonstrated knowledge of Federal AA/EEO laws, including the Vietnam Era Veterans Readjustment Act of 1974 and the Veterans Opportunity Act of 1998; Demonstrated strong verbal communication skills including the demonstrated ability to present on detailed studies and reports; Demonstrated proficiency in preparing written detailed reports and recommendations concerning the substance of studies; Demonstrated experience in attention to detail, collecting and analyzing data and applying results; Demonstrated facilitation and training

experience; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated evidence of prior or current military service in a command assignment or leadership role; Demonstrated evidence of military deployment or combat experience; Those with prior military experience must have been honorably discharged; Demonstrated field operational or administrative experience, including responsibility for personnel, budgetary, and capital management; Demonstrated experience working in joint military assignments or with multiple branches of the military; Demonstrated experience with university campus-based ROTC programs or other advanced military training environments; Demonstrated experience working in or with organizations or administrations of the U.S. Department of Veterans Affairs; Demonstrated innovativeness and resourcefulness; Demonstrated evidence of collaborative work style; and, Demonstrated ability to maintain open and effective working relationships with students, staff, faculty, administrators.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**