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Developed by:.....DG; SR  
Reviewed by:DLJ, AMC, LK  
Approved by:.....LK,AMC  
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**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Director, Center for Military and Veteran Education  
**DIVISION:** President's Office  
**REPORTS TO:** Assistant VP of Community, Equity and Diversity (CED)  
**GRADE:** 13  
**SUPERVISES:** Professional and clerical support staff, graduate and undergraduate students, interns, and work study students

**BASIC FUNCTION:**

Create, plan, organize, administer, and evaluate programs, services, and activities that support successful recruitment, matriculation, and graduation of current and prospective veteran students at the University of Rhode Island. Develop a reputation as URI's leading institutional subject matter expert on veteran and military issues, be the university's liaison to federal and local veteran-serving agencies and assist in positioning URI as a "university of choice" for veterans and their families.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Develop, implement, and assess innovative programming and services that support the academic success and personal well-being of veterans, their families, and others veteran-affiliated and/or benefits-eligible students at URI.

Manage the day-to-day operation of URI Center for Military and Veteran Education (MAVE) office, locations, and functions, and provide supervision and training of professional staff, graduate assistants, interns, and/or VA work study students.

Oversee the MAVE annual budget and ensure fiscally-responsible resource allocations that support veteran services, CED, and URI strategic objectives.

Collaborate with URI offices (e.g., Enrollment Services) and external partners (e.g., RI Department of Veteran Affairs, the federal VA, US Department of Education, RIServes, etc.) to assist veterans in understanding, obtaining, and utilizing military service-related educational benefits.

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 in alignment with the VA, Department of Education, and Department of Defense's "8 keys to Veterans' Success."

Remain abreast of federal and state veteran education benefits policy changes and ensure swift and accurate dissemination and information sharing of updates to applicable URI departments as well as to veterans and other students who utilize veteran benefits.

Engage relevant national, state, and community veterans' organizations (e.g., Student Veterans of America, RIServes, etc.) and serve as URI's primary liaison on all aspects of veteran affairs and military issues. Leverage external partnerships and relationships as vehicles to increase opportunities for veteran enrollment and to continually enhance the student experience and academic and professional outcomes for URI student veterans.

Maintain membership in relevant student affairs professional organizations (e.g., NASPA, NACADA, etc.) and cultivate a URI MAVE presence and profile statewide, regionally, and nationally that aspires to position the university as a thought-leader and best-in-class for veteran student support.

Engage with URI marketing and communications offices to develop a marketing and messaging strategy that effectively publicizes URI's veteran-focused activities and accomplishments.

Partner with the URI Foundation and Alumni Engagement to create and execute a veteran-focused advancement and fundraising strategy. Establish and cultivate individual and organizational relationships with prospective donors to build support and resources for MAVE initiatives.

Track and analyze veteran-relevant student data, to include retention, persistence, and graduate rates. Monitor URI trends relative to internal baseline data as well as against external benchmarks and develop and implement action plans when needed to address deficiencies or opportunity areas.

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

Serve as an advisor to veteran-related student support organizations at URI, such as the URI chapter of the Student Veterans of America.

Develop a strategy and action plan for URI to become and remain a nationally-recognized and ranked center of excellence for military and veteran students; submit data and proactively work to assist URI to achieve status on lists such as US News and World Reports Best Colleges for Veterans, MilitaryTimes Best for Vets: Colleges, or as a PurpleHeart University.

**OTHER DUTIES AND RESPONSIBILITIES:**

Develop policies, statistical reports and documents.

Represent the Office of CED 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:** Bachelor'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 related to veterans and military service; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to prepare and present detailed studies and reports; Demonstrated attention to detail; Demonstrated ability to collect and analyze data and apply results; Demonstrated facilitation and training experience; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Master's Degree; Demonstrated specialized education, training, and/or professional certification in serving veteran populations or managing military affairs; Demonstrated evidence working in the U.S. military (honorably), Veteran's Affairs, or other military-related or military assistance organizations; Demonstrated experience managing organizational social media accounts; Demonstrated experience with commonly-used higher education software and applications (e.g., PeopleSoft, Salesforce, etc.); and, Demonstrated membership in or participation with congressionally-chartered Veteran Service Organizations (VSOs), as recognized by the U.S. Department of VA.

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