University of Wisconsin – Superior
Position Description
Associate Student Services Coordinator

Working Title: Veteran and Nontraditional Student Center Coordinator
Hays Hill Title: Associate Student Services Coordinator, Associate; 100% (12 month) appointment
Position Reports to: Dean of Students

Position Summary: Develop, plan, and implement programs and services that address the needs of UW-Superior nontraditional students (including, but not limited to, nontraditional-aged students, veterans, military family members, students with childcare-aged children, etc.) Some nights and weekends are required.

Roles, Duties, and Responsibilities:

• Manage and promote the Veteran and Nontraditional Student Center and the services it provides for the retention of nontraditional students Hire, train, supervise, evaluate and provide on-going leadership development for student staff.
• Provide direct service to nontraditional students with internal and external resources.
• Serve as an advocate for nontraditional students.
• Create and facilitate student development opportunities and success initiatives for nontraditional students.
• Collaboratively organize and deliver orientation sessions geared toward nontraditional student needs.
• Manage current budget associated with nontraditional student recruitment and retention.
• Secure external funding to supplement operational (ex. grant funding, donations, etc.) and programmatic needs.
• Manage Veteran and Nontraditional Student Center website.
• Collaborate with key student support and campus life offices.
• Assess and report learning outcomes.
• Collaborate with the supervisor of the Veterans’ Benefit Services Associate (VA certifying official-POC) to provide feedback and participate in cross-training for necessary functions of this position.
• Provide support to on-going student organizations which enhance the academic experiences and campus life for nontraditional students.
• Support the university-wide effort to recruit and retain nontraditional students.
• Build and sustain relationships with alumni relations, university foundation, and external agencies which provide support and funding for nontraditional students services.
• Other duties as assigned.

Knowledge, Skills, and Abilities:

• Experience designing and implementing college student development programs.
• Knowledge of nontraditional student needs/trends and support services to address those needs.
• Experience in selection and supervision of staff.
• Ability to present training to students, faculty/staff, and/or other audiences.
• Ability to effectively prepare and manage budgets, grants and external funding.
• Demonstrated commitment to diversity and the ability to advocate for special populations.
• Demonstrated experience in creating programs and events.
• Ability to take initiative and work autonomously.
• Skills in communicating effectively, both orally and in writing, with populations related to this position.
• Ability to establish and maintain effective relationships with campus staff, students, and community members.
• General technology skills including website publishing, PeopleSoft and Microsoft Office.

Minimum Qualifications:

• 1 year experience working directly with nontraditional populations including but not limited to nontraditional-aged students, veterans, military family members, students with childcare-aged children, etc.
• Bachelor’s degree from an accredited institution.

Preferred Qualifications:

• Master’s degree from an accredited institution of higher education related to college student development/personnel, leadership, or related field preferred.
• 2+ years work experience in nontraditional student services, student development, or veteran services, in a higher education setting.