UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION
Veteran and Non-Traditional Student Services Coordinator

Working Title: Veteran and Non-Traditional Student Services Coordinator
Hayes Hill Title: Associate Student Services Coordinator – 100% renewable 12 month appointment
Department: Campus Life
Position Reports to: Assistant Dean, Student Rights and Responsibilities

Position Summary:
Develop, plan and direct programs and services that address the needs of nontraditional students including, but not limited to, nontraditional-aged students, veterans, military family member, student with children, etc. Some nights and weekends are required. Three (3) year grant funded position with goals to sustain the program.

Roles, Duties, and Responsibilities:
- Provide direct service to nontraditional students with internal and external resources.
- Support the university effort to recruit and retain nontraditional students.
- Create and facilitate opportunities including student development and peer mentoring programs for nontraditional students.
- Manage and promote the Veteran and Nontraditional Student Center and the services it provides.
- Hire, supervise, train and provide on-going in-service for student staff.
- Develop and manage current and future grant funding associated with nontraditional student recruitment and retention.
- Coordinate an advisory team which supports the efforts of programming and services provided to nontraditional students.
- Serve as an advocate for nontraditional students.
- Collaborate with key student support and campus life offices such as admissions, student support services, first year experience, advising, distance education, career services, veterans’ benefits, financial aid etc.
- Build and sustain relationships with alumni relations, university foundation, and external agencies which provide support and funding for nontraditional students services.
- Provide support and sponsorship of on-going organizations and programs which enhance the academic experiences and campus life for nontraditional students.
- Coordinate staffing with career services and distance education.
- Manage Veteran and Nontraditional Student Center Website.
- Assess and report learning outcomes.
- Other duties as assigned.

Knowledge, Skills, and Abilities Required:
- Knowledge of student development programs.
- Knowledge of support services and trends related to veterans and nontraditional students.
- Ability to present training to students, faculty/staff, and/or other audiences.
- Ability to maintain confidentiality.
- Ability to effectively prepare and manage grants.
- 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.
- Skill 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.
- Ability to work nights and weekends.

Minimum Qualifications:
- Bachelor’s Degree from an accredited institution of higher education. Master’s Degree preferred.
- Two (2) years of fulltime work experience in career development, student development, advising, veteran services, nontraditional student services, and/or higher education.

Updated: Wednesday, October 03, 2012