University of Wisconsin - Superior Position Description

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

Position Summary: Develop, plan, and implement programs and services that address the needs of UW-Superior veteran and nontraditional students (including, but not limited to, nontraditional-aged students, veterans, military family members students with childcare-aged children, etc.) These services and initiatives will aid in student success and retention efforts at UW-Superior. The Veteran and Nontraditional Student Center (VNSC) is housed under the Department of Equity, Diversity, and Inclusion (EDI) and will also include departmental work aimed toward the education of the campus surrounding and addressing the needs of minoritized populations (Domestic and International). Some nights and weekends are required.

Roles, Duties, and Responsibilities:
- Manage and promote the VNSC and the services it provides for the retention of veteran nontraditional students
- Hire, train, supervise 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 (ex. grant funding donations) to supplement operational budget, write and submit state funded grant proposal on a biennial basis
- Update content for VNSC website and social media page
- Collaborate with, serve as a resource as, and provide support for support EDI offices, all departments across campus, and students
- Provide supervision for the Veterans’ Benefit Services Associate (VA certifying official), providing feedback and participating in cross-training for necessary functions of this position, which is shared with the Registrar’s Office
- Serve as a liaison (and potentially staff advisor) to student organizations which enhance the academic experiences and campus life for veteran and nontraditional students
- Instruct IDS 131 Transitions: From Military to Campus Culture course
- Support UW Superior’s effort to recruit and retain veteran and nontraditional students
- Build and sustain relationships with alumni relations, university foundation, and external agencies which provide support for veteran and nontraditional student services
- Design, lead, and co-facilitate EDI trainings and workshops
- Assist Director of EDI with departmental and divisional initiatives as needed
- Complete training and professional development as assigned
- Other duties as assigned
Knowledge, Skills, and Abilities:

- Proven experience designing and implementing college student development programs
- Demonstrated knowledge of veteran and nontraditional student needs/trends and support services to address those needs
- Demonstrated experience in selection and supervision of student and professional staff
- Proven ability to present training to students, faculty/staff, and/or other audiences
- Demonstrated ability to effectively prepare and manage budgets, grants and external funding
- Proven commitment to diversity and the ability to advocate for minoritized populations
- Proven experience in creating programs and events
- Demonstrated ability to take initiative and work autonomously
- Demonstrated skills in communicating effectively both orally and in writing, with populations related to this position
- Demonstrated ability to establish and maintain effective relationships with campus staff, students, and community members
- Demonstrated experience using web-based technologies such as (but not limited to): Microsoft Office 365, student information systems, budget management systems, or student success systems

Minimum Qualifications:

- Demonstrated one-year combined experience working directly with nontraditional populations including but not limited to adult learners (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, education (K-12 or higher education), student development, or veteran services in a higher education setting