

Title: Military-Affiliated Resource Center Director
Range: \$60,000 - \$70,000

About this role:

The Military Affiliated Resource Center Director will be responsible for the development, implementation, and oversight of programs, services, and activities for the KSU military-affiliated community including veterans, active-duty service members, their spouses/partners, and their dependents and serve as the initial point of contact for the population. The Director will serve as the Project Coordinator for the remaining time of the Center of Excellence for Veteran Student Success grant through the Department of Education. This includes continuing the work done through the CEVSS grant which includes monitoring enrollment and retention numbers, working with campus partners to serve the population, and leading a one-stop shop for military connected student needs. The Director will also provide oversight and coordination of the day-to-day operations of the Military-Affiliated Resource Center (MARC) and will work to enhance and grow services offered through the MARC. This position reports to the Assistant Vice President of Student Support and Accountability through the Fall 2026 semester, but will transition to Executive Director of Military and Veteran Affairs in Spring 2027.

About Us:

The Military Affiliated Resource Center supports students with questions and guidance regarding VA Benefits and Tuition Assistants. We offer support in academic assistance, health and well-being, and other areas.

Military-connected students have been a continuous presence on the K-State campus since 1863. They include:

- Student veterans.
- Students serving on active duty, in the national guard, or reserve and ROTC cadets.
- Students who are spouses or dependent family members of a service-member or veteran.

The Military-Affiliated Resource Center serves all students, and especially those who are military-connected. We're equipped to meet your unique needs in a comfortable and friendly setting.

Minimum Qualifications:

- Bachelor's degree
- Five years of relevant experience.

Education beyond the minimum degree requirement may count toward required experience if deemed relevant by the hiring manager. The degree requirement ensures candidates possess the strategic, financial, leadership and operational skills essential for directing complex academic student services functions. These competencies are typically developed and validated only through the comprehensive curriculum and experiential learning inherent in a formal degree program.

Preferred Qualifications:

- Master's Degree
- Supervisory experience of a team
- Military and student veteran experience
- Direct experience working in higher education with student veterans and military connected students.
- Project management experience
- Experience working with faculty/staff/students in an educational setting.
- Experience working with the military-affiliated population and knowledge of resources available to the population.
- Familiarity with basic VA and military tuition assistance benefits.
- Proficiency in Microsoft Office software
- Solid written and oral communication skills
- Demonstrated ability to give presentations.
- Ability to work with all populations
- Understanding of and commitment to the KSU Principles of Community

Responsibilities:

35% Student Services:

- Connect military-affiliated students with available resources throughout campus.
- Provide direct student support to military-affiliated students.
- Plan, organize, and direct on-campus programs, services, and outreach activities related to military-affiliated students. Typically 3-4 per semester.
- Utilize multiple methods of communication to inform military-affiliated students of upcoming events, opportunities, important deadlines, and campus announcements.
- Mentor student leaders and other students to support, design, and implement programs, special events, and services that support student success, resilience, and persistence towards graduation.
- Collaborate with staff in other campus offices to ensure student issues are resolved and process changes are implemented to increase effectiveness and student success.

35% Administrative:

- Provide oversight and coordination of the day-to-day operation of the Military-Affiliated Resource Center.
- Coordinate with Communications & Marketing to create outreach information (flyers, brochures, newsletters, etc.) for distribution to internal and external stakeholders.
- Responsible for administering non-traditional and military-affiliated student scholarships including the receipt of applications, selection of recipients, and the awarding of the funds.

- Finance and Management: Oversee financial and operational management of center. Ensure the Center maximizes resource utilization and that operates within approved budget.
- Facilitate and ensure compliance with federal, state, and other agencies by developing policies, procedures, and forms to meet the U.S. Department of Veterans Affairs laws governing veterans' educational benefits.
- Remain knowledgeable about proposed and enacted federal legislation which affects veterans' educational programs by maintaining membership in professional organizations and participating in national and regional conferences.
- Work closely with the KSU Office of Veterans' Affairs to provide accurate information to students regarding military tuition assistance, certification of VA benefits, information, and resources.

10% Supervision:

- Hire/train/evaluate/direct work/and supervise work of Veteran Affairs work study students, GRAs, and volunteers. Process time sheets, performance evaluations, and terminations, if necessary. Ensures adherence to university and VA work study guidelines and oversee professional development and training.

10% Events, Presentations, & Advising:

- Plan, organize, and direct on-campus programs, services, and outreach activities related to non-traditional and military-affiliated students. Typically 3-4 per semester.
- Serve as the Student Veteran Association advisor.
- Develop and deliver the military-connected student presentations during recruitment for new and transfer students.

10% Collaboration/Committee Work:

- Work closely with Office of Recruitment and Admissions to enhance and assist in the recruitment of prospective non-traditional and military-affiliated students.
- Lead the campus committees related to serving our veteran community.
- Actively participant in the Academic Advisors Forum to enhance understanding of military-affiliated student experience with academic advisors and university faculty/staff.
- Coordinate fundraising and scholarship activities focused on non-traditional and military-affiliated students with the KSU Foundation.

For questions regarding the position and process:

Andy Thompson

Assistant Vice-President of Student Support and Accountability

athomp@ksu.edu

Travis Habhab

Executive Director of Military and Veteran Affairs

thabhab@ksu.edu

