Title: Military-Affiliated Resource Center Director  
Hiring 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 recently awarded Center of Excellence for Veteran Student Success grant through the Department of Education. This includes leading the campus team to implement the goals of the grant, monitor progress towards enrollment and retention numbers, and establishing 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 Director of the Office of Student Life with additional insight and guidance regarding compliance and student service provided from the Vice Provost for Enrollment Management.

Why join us:  
The Office of Student Life and the Military-Affiliated Resource Center strive to support our K-State community by providing support to students experiencing challenges, connecting students, parents, families, faculty, and staff to campus resources, and addressing any questions or concerns they may have.

Military-affiliated students represent 8-12% of the K-State student population and have been a continuous presence on the campus since 1863. The MARC provides resources and a military-friendly lounge/study area in the Student Union. Military-affiliated students include: Veterans, Active Duty, Guard, and Reserve service members, spouses/partners, and dependents.

Kansas State University offers a comprehensive benefits package that includes health insurance, life insurance, retirement plans, paid time off – vacation, sick, and holidays. To see what benefits are available, please visit: https://www.k-state.edu/hcs/benefits

Minimum Qualifications:  
- Bachelor’s Degree  
- 5-10 years of relevant experience; military service considered

Preferred Qualifications:  
- Master’s Degree  
- 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 a diverse population.
• Understanding of and commitment to the KSU Principles of Community

Responsibilities

35% Student Services:
• Connects military-affiliated students with available resources throughout campus.
• Provides direct student support to military-affiliated students.
• Plans, organizes, and directs on-campus programs, services, and outreach activities related to military-affiliated students.
• Mentors student leaders and other students to support, design, and implement programs, special events, and services that support student success, resilience, and persistence towards graduation.
• Collaborates 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:
• Provides oversight and coordination of the day-to-day operation of the Military-Affiliated Resource Center.
• Serves as the Project Coordinator for the Center of Excellence for Veteran Student Services (CEVSS) grant. Includes responsibility for meeting the goals outlined in the grant and working with campus partners to establish the Center of Excellence.
• 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.
• Facilitates and ensures 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.
• Remains 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.
• Works 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:
- Hires/trains/evaluates/directs work and supervises work of Veteran Affairs work study students, GRAs, and volunteers. Processes all time sheets, performance evaluations, and terminations, if necessary. Ensures adherence to university and VA work study guidelines and oversees professional development and training.
- Opportunity to supervise additional full-time staff members as the CEVSS grant is implemented.

10% Events, Presentations & Advising:
- Plans, organizes, and directs on-campus programs, services, and outreach activities related to non-traditional and military-affiliated students.
- Serves as the Student Veteran Association advisor.
- Develops and delivers the military-connected student presentations during recruitment for new and transfer students.

10% Collaboration/Committee Work:
- Works 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.
- Active 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.