

Title: Academic and Career Engagement Coordinator, Military-Affiliated Resource Center
Hiring Range: \$45,000 - \$47,000

About this role:

The Academic and Career Engagement Coordinator will be responsible for collaborating with campus partners in academic advising, financial services, career engagement and enrollment management to ensure the KSU military-affiliated community including veterans, active-duty service members, their spouses/partners, and their dependents are represented and served in an impactful manner. This position will serve as a critical partner in communicating the specific needs of the student population to campus constituents and ensure best practices are implemented in serving the students. This position will provide support to the Director of the MARC as the recently awarded Center of Excellence for Veteran Student Success grant through the Department of Education is implemented. As part of the CEVSS grant, the position will be housed in the newly opened MARC which centralizes services for the military-affiliated population to provide a seamless support network.

Why join us:

Student Support and Accountability 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
- 1-3 years of relevant experience; military service considered

Preferred Qualifications:

- Master's Degree
- Military and student veteran experience
- Experience in university and/or academic institutions
- Direct experience working in higher education with student veterans and military connected students
- 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 with computers and software programs (e.g., Microsoft Office Suite), experience with video editing and website design and maintenance, willingness to learn any other software packages needed to perform duties of the job 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:

50% Student Services:

- Supporting the specific needs of student veterans and military-affiliated students, this position partners with campus colleagues, including academic advising, financial services, and career development, to support positive student outcomes.
- Assist undergraduates and graduate student veterans with professional development and career exploration and opportunities by serving as CEVSS liaison to the KSU Career Center, alumni, and industry partners.
- Provide support to the Office of Recruitment and Admissions, colleges and departments, and Communications and Marketing to support prospective student visits and on-board new military-affiliated students.
- Serve as veteran and military student liaison to academic colleges, recruitment activities, student success initiatives, and assist in assessment of programs.
- Develop University-wide training to educate faculty, academic advisors, undergraduate and graduate program directors, and department heads on social and emotional needs of military-affiliated students.
- Attend staff meetings of the Academic Achievement Center and Career Center offices to develop partnerships and expertise.
- Attend relevant trainings and meetings around academic advising to stay informed of important topics for the military-affiliated students.

35% Administrative:

- Leverage appropriate systems and tools to document engagement with students and to connect students with additional campus resources.
- Ensure materials and information presented are inclusive of the Veteran student experience and needs in collaboration with program advisors.
- Serve as the secondary manager of the MARC in partnership with the Director.

10% Events, Presentations & Advising:

- Facilitate engagement activities with colleges and departments to foster a respectful and positive environment for all constituents.
- Coordinate veteran and military-affiliated student events and activities, and design and maintain veteran and military-connected student master academic calendar.
- Present on military-affiliated topics to campus community on as needed basis.
- Serve as co-advisor to the Student Veteran Association.

5% Collaboration/Committee Work:

- Serve on university and departmental committees as needed throughout the year to serve as a representative of the veteran and military-affiliated student population.

For questions regarding the position and process:

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