



Military Coordinator Student Success

SS/7

JOB SUMMARY

This position is responsible for directing the military and adult education programs for Darton State College.

MAJOR DUTIES

- Provides information and assistance to students regarding eligibility for educational benefits through the Veterans Administration; completes required enrollment verification reports.
- Provides assistance to military and adult students related to admissions and financial aid processes.
- Serves as point-of-contact for military and adult students and provides services related to transitioning, attrition reduction, and student success.
- Recruits military and adult learners through campus events, promotional materials and media presence.
- Attends recruiting events for military and adult learners.
- Supervises the work of student assistants.
- Serves on campus committees to ensure the needs of adult learners and military students are addressed.
- Remains informed of changes in the field; reads professional literature and attends continuing education.
- Serves as advisor to the Military Student Organization.
- Collaborates with others to facilitate opportunities for military and adult learners to obtain credit through military transcripts, prior learning assessments and challenge tests.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of college policies and procedures.
- Knowledge of Veterans Administration regulations regarding educational benefits and student enrollment.
- Knowledge of federal and state financial aid requirements.
- Knowledge of computers and job-related software programs.
- Knowledge of marketing and recruitment principles.
- Skill in decision making and problem solving.
- Skill in supervising the work of personnel.
- Skill in the completion of a variety of reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Dean of Student Success/Director of Career Services assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Veterans Administration Certifying Official Handbook, the college catalog, federal financial aid guidelines, and Complete College Georgia requirements. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and counseling duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to direct the provision of services to veterans and adult students. Success in this position contributes to the academic and career success of those students.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, students, representatives of other colleges, Veterans Administration representatives, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to provide services, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position supervises assigned student workers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.