

POSITION TITLE: GRADUATE ASSISTANT FOR VETERAN STUDENT SERVICES

REPORTS TO: ASSISTANT DIRECTOR, OFF CAMPUS STUDENT SERVICES

STATUS: GRADUATE STUDENT

DIVISION OF STUDENT AFFAIRS MISSION

The Division of Student Affairs facilitates learning and prepares students for success in our multi-cultural and increasingly global society and work force. We accomplish our mission by (a) providing and co-creating programs, services, systems, facilities and environments that foster learning and personal development, (b) collaborating with and facilitating relationships between students and among students, faculty, staff and others from the university and community to integrate curricular and co-curricular experiences and (c) leveraging the expertise within student affairs to assist faculty, staff and students in areas of strength such as interpersonal and cultural competence; civic engagement, community and leadership development; work force and career development; public health and safety.

JOB SUMMARY

As a member of the Student Affairs Division and the Department of Off-Campus Student Services, the person filling this position will contribute to the mission by providing responsive and learning-centered support to students interested in utilizing public transportation and other off-campus services. The Graduate Assistant for Veteran Student Services (GA) holds a 20 hrs per week appointment with the department of Off-Campus Student Services (OCSS). Reporting to the Assistant Director of OCSS, the GA will provide direct student support to veteran students as they transition from being soldiers to being students. The GA will be the primary point of contact for veteran students connecting them to resources on campus and in the community. The GA will also lead outreach efforts to build community among UMBC's veteran/military students.

PRIMARY DUTIES

- Promote a sense of community among UMBC's veteran/military students.
- Coordinate ongoing Vets2Vets student programs and meetings , including, but not limited to Fireside Receptions, Veteran Student Game Night, and Veteran Appreciation Day.
- Connect veteran students to appropriate UMBC resources.
- Act as a liaison between UMBC and outside Veterans Affairs Representatives.
- Plan events centered around recognition and appreciation of our UMBC veteran/military students.
- Create and distribute publications for Vets2Vets outreach services.
- Serve as a consistent resource to UMBC Veteran Student Population.
- Update the UMBC veterans Student Website.
- Support Off-Campus Student Services.

EDUCATION AND EXPERIENCE REQUIRED

Admitted and enrolled in a UMBC graduate program. Strong presentation and public speaking skills. Ability to work both independently and in team situations; ability to effectively work in a rapidly changing environment and under a deadline. Must be detailed oriented with strong interpersonal, oral and written communication skills. Computer proficiency, including desktop publishing, assessment and spreadsheets programs, is also highly desirable.

A military veteran is preferred for the position. Candidates with a strong knowledge or interest in veteran students will also be considered.

APPLICATION PROCESS

This Graduate position is flexible – it can be 10-month or 12-month based on the needs of the applicant. It is also renewable year-to-year and includes full tuition for 9 credits per semester and an annual stipend of \$16,686. This position does include health insurance. For specific questions about the salary or other benefits of this position, contact the person named below.

Current UMBC graduate students:

Submit UMBC unofficial graduate transcripts, cover letter, resume, and the name and contact information of one UMBC faculty or staff reference by June 1 for preferential hiring to the person named below.

Incoming UMBC graduate students:

Submit proof of admittance to The Graduate School at UMBC, cover letter, resume, and the name and contact information of one professional reference by July 4 for preferential hiring to:

Ben Goldberg
Assistant Director of Off Campus Student Services
The Commons 1A02
1000 Hilltop Circle
Baltimore, MD 21250