

GRADUATE ASSISTANTSHIP FOR Veteran Services



RESPONSIBILITIES:

- Assist in the development, planning and implementation of Veteran events, programs and projects
- Investigate and develop new strategies to address the needs of student Veterans and military family members
- Assist with or direct student veterans and military family members to information on academic programs, financial aid, counseling and support services, and other university processes
- Serve as an educational resource to students and parents interested in VA educational benefits
- Assist with supervision of VA work-study students
- Manage social media departmental accounts
- Prepare internal and external reports and other written correspondence
- Research, evaluate and report information pertaining to student veteran population for assessment
- Research and compile information pertaining to scholarship opportunities and community resources
- Assist the VA certifying official(s) in maintaining VA records and files of students receiving GI Bill benefits; monitoring student enrollments, grades and academic progress; completing degree check sheets; and compiling student bio and enrollment information for entry into the VA electronic system (VAOnce)

REMUNERATION & QUALIFICATIONS:

The minimal requirements for a candidate seeking this assistantship opportunity are a bachelor's degree from an accredited college or university, admittance to the Arkansas Tech University graduate school as a master's degree seeking graduate student, a completed background check, eligibility to drive on behalf of the State of Arkansas for professional meetings and occasional student travel, and availability to begin working July 6, 2020.

This position pays a stipend of \$1,060 monthly. In addition, 18 hours of graduate credit tuition is covered per year.

HOW TO APPLY:

Please submit a cover letter, resume, and three professional references to Meighan Burke, Director of Student Transition, mburke1@atu.edu.

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