Position Title: Military Affairs & Special Populations Coordinator

Reports To: Director of Academic Success & First-Year Experience

Hours: Approximately 20 hours per week (flexible and some evenings may be required) – based on semesterly hours required for GA contract

Appointment: Spring 2017, Summer 2017, Fall 2017 (yearly contract renewal possible)

Remuneration: Tuition for up to 9 graduate credits per semester, including summer

Position Description:
The Graduate Assistant to the Director of the Center for Academic Success & First-Year Experience provides advising and student support assistance to CAS/FYE staff and the Military Affairs Department with a primary focus on active-duty/transitioning Student Veterans, ROTC cadets, National Guard and Reserve members, military dependents, and other special student populations as needed. This position serves as the liaison between Student Veterans/military connected students and the Saint Francis University Military Connections Committee. Primary responsibilities include providing entry advising services, assisting students with developing educational plans and determining a program of study; explaining policies and procedures, and processing transcript evaluations/updates. This position is responsible for research, recommendations, and implementation of action plans that support the retention of Student Veterans as well as efforts to support post-graduation success of Student Veterans and military connected students. The Graduate Assistant to CAS/FYE also acts the liaison for the U.S. Army ROTC program at the Indiana University of Pennsylvania. Duties specific to that role may include serving as a member on ROTC scholarship boards, tracking ROTC student academic progress, and assisting ROTC Cadre when required.

Requirements:
- Saint Francis University graduate student.
- Strong interest in military-connected students and families. Military veterans are strongly encouraged to apply.
- Excellent written and verbal communication skills.
- Strong interpersonal skills, self-starter, team player, creative, excellent organizational skills, attention to detail and a strong work ethic.

Submit Resume and Graduate Assistant Application to the Office of Career Services.

Saint Francis University is an EEO employer.

September 2016