

**Veteran Advocate**  
**Veterans Resource Center**  
Position # 24-059

Non-Exempt/Classified/Hourly Staff, full time regular, benefits eligible position. Salary is commensurate with education and experience.

**Benefits**

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans
- Dental, Vision, Hearing, Term Disability, Long & Short-Term Disability, Legal Insurance, Flexible Spending Accounts, Healthcare FSA, and Dependent Care FSA
- Annual and Sick leave
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

**To Apply**

- Submit an Employment Application packet available at [www.wvup.edu/jobs](http://www.wvup.edu/jobs)
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

**Function/Summary**

This position serves as a veteran's advocate providing student veterans and their eligible dependents with direct support in an administrative and advisory role. In addition, this position oversees all functions of the Veterans Resource Center and provides staff support to the veteran student's organization.

**Minimum Qualifications**

Education:

- Bachelor's degree in communications, counseling, social work, education or a related field OR equivalent education and/or experience.
- Master's degree (Preferred)
- Two years US military service with honorable discharge (confirmed with form DD214 Member-4).

Experience:

- One-year counseling, education or advisory experience in higher education.

Licensure:

- None

**Knowledge, Skills & Abilities**

- Knowledge of federal and state (West Virginia and Ohio) educational benefits.
- Knowledge of Veterans Administration (VA) benefits and VA certifying requirements.
- Knowledge of military culture and jargon.
- Knowledge of institutional research and querying data.

- Excellent verbal, written and interpersonal communication skills including tact and diplomacy.
- Proficient with Microsoft Office Suite or similar software.

**Duties/Responsibilities**

Frequency:	Duties:
70%	<p><b>Student Veteran Benefit Support</b></p> <ul style="list-style-type: none"> <li>• Serve as primary new student advisor for students with a veteran background and/or utilizing veteran benefits.</li> <li>• Assist students in obtaining documentation of their (or their sponsors) military service that is needed to apply for VA and/or state-based veteran educational benefits (DD 214, Purple Heart award, etc.).</li> <li>• Advises students regarding different eligibility requirements for the Forever G.I. Bill, Post-9/11 G.I. Bill, Montgomery G.I. Bill Active-duty, Montgomery G.I. Bill for Selected Reserves, Vocational Rehabilitation Education Program, Survivor Dependent Educational Assistance program, Reserve Educational Assistance Program, active-duty tuition assistance, reserve-duty tuition assistance, and National Guard tuition assistance.</li> <li>• Advise students regarding the varying benefits of the multitude of VA and state-based education benefits and assist them in determining which benefits will be most beneficial including which benefits cannot be used concurrently</li> <li>• Assist students in applying for their United States Department of Veterans Affairs (VA) educational benefits.</li> <li>• Assist students in applying for their state-based veteran educational benefits.</li> <li>• Assist students in obtaining and converting their military experience into college credits via Joint Service Transcripts (JST), the Community College of the Air Force (CCAF), or Air University (AU).</li> <li>• Maintain knowledge of federal and state regulations, rules, policies and procedures pertaining to veteran student benefits.</li> <li>• Provide training and resources for the College’s certifying officials to ensure compliance with all federal and state rules and regulations governing veteran benefits.</li> </ul>
15%	<p><b>Administrative Duties</b></p> <ul style="list-style-type: none"> <li>• Streamline communications and processes to provide a more seamless transition for veterans to college.</li> <li>• Assess unique veteran needs and collaborate with other college departments to implement teaching, learning and support strategies to increase veteran student success.</li> <li>• Develop, implement and coordinate activities and programs, to include recommendations and proposals for academic enhancements, for members of the College community that increase their understanding of the needs of student veterans.</li> <li>• Prepare and manage the Veteran Resource Center’s annual budget.</li> <li>• Serve as the primary staff advisor providing support to and for the veteran student organization.</li> <li>• Collaborate with the College’s communication office to develop promotional material for outreach to prospective veteran students, community organizations, and the College community using a multi-media resource.</li> <li>• Develop and monitor website and social media regarding veteran related programs and activities.</li> <li>• Provide direct supervision for WVUP and/or VA work studies</li> <li>• Maintain data and prepare reports on veteran student enrollment success.</li> <li>• Pursue external funding opportunities to enhance services to veteran students, in collaboration with the College’s internal grant funding sources.</li> <li>• Serve on appropriate college committees and task force groups.</li> </ul>
10%	<p><b>Community Resource</b></p> <ul style="list-style-type: none"> <li>• Advise students on the availability and eligibility of various veteran-based community services including making referrals as appropriate</li> </ul>

	<ul style="list-style-type: none"><li>• Serve as a veteran student advocate. Consult with student veterans regarding their academic concerns and assist them in accessing internal and external resources to address their needs.</li><li>• Identify external community-based organizations serving veterans and establish a network to recruit veterans to the College.</li><li>• Act as the primary contact and liaison with the National Guard, Department of Veterans Affairs, branches of the military service, veteran fraternal groups and similar institutions.</li></ul>
<b>5%</b>	<b>General</b> <ul style="list-style-type: none"><li>• Other duties as assigned.</li></ul>

**Posted**

06/13/2024 with an application deadline of 06/27/2024.