

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018**

DIRECTOR OF MILITARY AND VETERANS SERVICES

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

FLSA STATUS: EXEMPT - PAY GRADE: 24 - P

GENERAL STATEMENT OF JOB

The Director of Military and Veterans Services (MVS) provides collegewide leadership in developing, planning, and implementing MVS enrollment, benefit verification, and advising for existing and new programs for active duty, spouses and veteran servicemembers. The Director of Military and Veterans Services is responsible for the development, direction, and execution of the daily operation of military affairs programs. The Director of Military and Veterans Services serves in a highly collaborative role across student success departments to provide vision and leadership for a comprehensive approach to student advising, veteran and active duty tuition policies, transcripts/ACE evaluations, and transitioning military and retention-related programs and ensures the effective operation of these programs. The Director of Military and Veterans Services will serve as the College representative that works with the community veterans organizations and community to ensure our veterans have public services available to them through networking. The Director of Military and Veterans Services will evaluate data analytics to ensure completion rates are within the standards and improve with implementing best practices for the military/veteran population. The Director of Military and Veterans Services works closely with both Workforce and Continuing Education, to better serve all military populations to achieve their educational goals, and active military and reserve units to ensure FSCJ is supporting the needs of the military in our regional area.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provides innovative and effective leadership and direction of Military and Veterans Services (MVS) operations including military related programs such as but not limited to, MyCAA, GoArmyEd, WVeterans Affairs School Certifying, and Department of Defense educational MOUs.

Serves as a voice and advocate for active duty and the veteran servicemember student population regarding matters related to advising and outreach services at the College.

Implements procedures and guidelines to ensure processes are in accordance with current federal and state regulations as they relate to military educational assistance and advising programs, as well as College policies & practices that effectively enhance the student experience and student achievement.

Serves as the internal and external liaison and represents the College in meetings with military and veteran support groups and community officials regarding programs and support operations for MVS outreach and initiatives.

Develops and administers budgets, operational plans, staffing requirements, and implementation of current and long-term objectives for MVS including resourcing and development of grants and external funding sources.

Provides leadership, direction, coordination, and analytical interpretation in support of College and departmental policy formulation and decision-making relating to assigned functions.

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Provides mentorship and leadership to department personnel including adequate training and professional development of VA certifying and military advising staff.

Prepares or ensures preparation of necessary reports, charts, and correspondence relative to status, progress, costs, and operations.

Initiates and/or reviews and approves personnel actions including hiring selections, performance appraisals, promotions, pay changes, transfers, and leaves of absence.

Performs other related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Master's degree from an accredited college or university supplemented by a minimum of three (3) years of related experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 07/2018