

# **FLORIDA STATE COLLEGE AT JACKSONVILLE**

## **JOB DESCRIPTION, 2024**

### **EXECUTIVE DIRECTOR for MILITARY AFFAIRS and VETERAN SERVICES**

**FLSA STATUS: EXEMPT – PAY GRADE: 26 - A**

**JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS**

**JOB FUNCTION: MANAGERIAL/SUPERVISORY**

#### **GENERAL STATEMENT OF JOB**

The Director for Military and Veteran Services provides vision and direction in becoming the most military friendly College in the nation in support of the needs of our active duty military students, veteran students, and students attending FSCJ on military/veteran benefits. This position establishes substantive relationships with the United States Armed Forces, Veterans Administration, City of Jacksonville, Jacksonville Chamber of Commerce, not for profit organizations, and local businesses and industry. This position identifies and assesses best practices nationally and ensures that FSCJ achieves a competitive advantage in enrollment of military and Veteran students.

This position oversees assigned military and Veteran student processing, FSCJ Veterans Center, and Federal and State military and Veteran grants. In support and furtherance of the College's Strategic Plan Goals, the Director for Military and Veteran Services strengthens, enhances, and improves the vitality, quality, and relevance of military and Veteran student education and training throughout the College, regardless of delivery modality or location. This position serves as a liaison with the business community and promotes and facilitates responsiveness to local and regional employment needs.

#### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Develops and implements long-range plans and near-term operating practices to further the College recognition as a military friendly institution. Promotes and coordinates the College's role as a resource for military and Veteran student development through research, policy analysis, and resource allocation consistent with the institution's mission and strategic plan. Facilitates policy, procedure, and economic analysis support for impact assessment of military and Veteran student development programs administered through the College.

Directs review of Region's Targeted Occupation Forecasting for determining current and future of military and Veteran student needs, program development, modification, and/or expansion. Manages and oversees deliberate planning and development of military and Veteran services, Federal and State grant opportunities, and annual program performance.

Serves as liaison with external College stakeholders to support military and Veteran students. Works with business partners to discuss training and employment needs for education and training pathways. Works with the military, business, and industry partners to keep abreast of transformative trends. Represents the College through external partnerships that advance the role of the College nationally and locally in providing exceptional services to military and Veteran students (Military Friendly).

Develops and implements prior learning (military positions/training) transfer credits policies and practices that provide opportunities for Veteran students to better transition into academic degrees and career and workforce education programs. Provides oversight for statewide agreements for award of credit based on prior military service and training.

Collaborates with the College Office of Financial Aid to ensure an understanding of and adherence to policies and procedures essential to compliance with Title IV regulations for Veteran and military students. Develops and schedules delivery of appropriate professional development opportunities for faculty and staff.

Collects, maintains, and communicates data for assigned military and Veteran programs that informs the strategic budget planning process and strategic enrollment management initiatives. Serves as the point person for military and Veterans in regard to all college-wide enrollment management actions and activities. Ensures that all required state and federal reporting requirements, surveys, etc., are submitted in an accurate and timely manner.

Collaborates with the Office of Communications and the deans to develop and approve collateral material program information for military and Veteran students; Works with the Catalog team in revising/updating information as needed for Veteran and military students; Works with the Web team to ensure the currency and accuracy of the College website in regard to military and Veteran information; Works with appropriate counterparts throughout the College to facilitate user friendly admission/registration/course scheduling processes for military and Veteran students.

Identifies, evaluates, and initiates new community engagement activities to promote hiring of student Veterans. Delivers presentations to college stakeholders and key community partners and members to strengthen and foster hiring opportunities.

Performs other related duties, as required.

### **SUPERVISION RECEIVED**

Supervision is received from the Vice President of Student Development.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

Master's degree from a regionally accredited institution supplemented by ten (10) years of military experience and three (3) years of full-time experience in military and veteran related programs or Bachelor's degree from a regionally accredited institution supplemented by twelve (12) years of military experience and three (3) years of full-time experience in military and veteran related programs

### **PREFERRED QUALIFICATIONS**

Twenty (20) years of military service and five (5) years of experience in higher education administrative duties in military and veteran related programs.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED**  
**TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment. Tasks may involve extended periods of time at a keyboard. Some tasks may involve frequent walking, standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles or office tools in which manipulative skills and hand eye coordination are important ingredients of safe and/or productive operations.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

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

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, tests, documents, etc. Requires the ability to prepare correspondence, reports, forms, records, files, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

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

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

**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 rapidly and accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Requires the ability to handle a variety of office machines, etc. 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 giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload 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). Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions.

**Effective:** 5/20/24