

Position: Graduate Assistant for Center for America's Veterans

12 Month Appointment Fall/Spring/Summer

In support of the Division of Student Affairs, the Center for America's Veterans engages military connected students through educational benefits, transitional support and activities to promote learning, well-being and success. Currently over 3,000 military-connected students (US Veterans, US Servicemembers, and dependents) rely on the Center for America's Veterans for the processing of their educational benefits and student success navigation. This service is offered through a staff that consists of professional employees, a graduate assistant, and Veteran Affairs work-study students.

The roles and responsibilities of the GA vary and are aligned with supporting and assisting the staff in three main areas including assisting students with understanding and pursuing their military-connected benefits, supporting the programming efforts of the center and marketing and communication. The GA position can be tailored towards the students learning path and will result in an enriching and rewarding graduate-level student experience. Competencies gained during the assistantship will include effective communication, critical thinking, leadership, technology and teamwork. The GA reports directly to the Executive Director for Veteran and Military Affairs.

Qualifications

- Officially accepted into MSU's graduate school (main campus)
- A full-time enrolled student
- Commitment to a 12-month term in the position
- Demonstrate ability to work and communicate with others in a team or group setting
- Proficiency with Microsoft office (Word, Powerpoint, Outlook, Excel, Publisher)
- Proficient with leading groups of people
- Comfortable with giving presentations to groups of people

Preferred Qualifications

- Military-connected student (US Veteran, Servicemember, Military Dependent)
- Experience working in a higher education setting
- Accepted into the Student Affairs Higher Education Program

Responsibilities

- Support staff in the development and implementation of programs
- Support the marketing and communication efforts of the center
- Maintain the social media accounts and web-based presence of the center with the goal of promoting the center's services to current and incoming students
- Through working with the Division's Marketing and Communication Team, develop materials for events held at the center or relevant to students who utilize the center
- Assist and advise military-connected students and VA work study students
- Assist fulltime staff with student schedule certification and tuition assistance documentation
- Meet with director on a routine basis to discuss expectations, requirements, and deadlines

The GA is expected to work 20 hours per week and primarily can determine work schedule based on course work. Students will receive 100% tuition remittance and a stipend paid twice a month.

Disclaimer

Discrimination based on race, color, ethnicity, sex (including pregnancy and gender identity), religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran, and or any other status protected by state or federal law is prohibited in all employment decisions.

Contact

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