



University of Great Falls

The University of Great Falls is a four-year, private, Catholic university located in Great Falls, Montana. We are a campus of uncommon courage, committed to preparing students for living and making a living. Applicants must possess a personal philosophy compatible with a Catholic university environment. This is a part time, hourly, benefit-eligible position.

Job title: Military Outreach Coordinator

Wage category: Part time, benefit-eligible, hourly

Supervisor: Vice President for Enrollment Management

Job summary

The Military Outreach Coordinator is responsible for:

- Developing and growing relationships between the University of Great Falls and local veterans, National Guard, Malmstrom Air Force Base, active duty military personnel and their families as well as area military and veteran organizations for the purpose connecting prospective veteran and active duty students and their dependents to educational opportunities at the University.
- Engaging veteran and military organizations to learn more about their educational needs and consider new program and support opportunities that the University may develop to meet those needs.
- Serving as a key point of contact for veterans and military students who are enrolled at the University to provide support and referral to campus resources as appropriate
- Supporting a military friendly campus culture by educating campus faculty and staff about the particular needs of veteran and active duty students.

General responsibilities

- Work as part of the Admissions team to develop connections with area veteran and military organizations to build a recruitment pipeline of students. Assist in development of promotional and information materials, both print and digital.
- Organize and conduct informational meetings and presentations about University academic programs and support services for military students.
- Coordinate with the VA certifying officials in Financial Aid, with the Registrar's Office, the Academic Success Center, Argo Central, faculty advisors and other campus resources to refer, advocate for and support veteran and military students, including new student orientation.
- Assess the needs of veteran and military students and collaborate with other University faculty and staff to implement strategies for improved educational outcomes for these students.
- Develop programs or activities and share information with members of the University community that increase campus understanding of the needs of veteran and military students.
- Maintain knowledge of federal and state legislation, rules, policies, procedures and programs pertaining to veteran/military student benefits and support.
- Pursue external funding opportunities to enhance services for veteran/military students in collaboration with appropriate university staff.
- Manage the Veteran Center and serve as advisor to the student veteran/military club.

- Organize special veteran/military events on campus to honor and support the University's military population, such as Armed Forces Day, 9/11, Veterans Day, and branch birthday observations.
- Manage veteran/military student recognition at commencement, such as honor cords, coins and photos.
- Other duties as assigned.

General requirements

- Bachelor's degree from an accredited college or university preferred.
- Experience maintaining accurate records to document and/or update information in written or electronic form. Commitment to learning and complying with privacy and confidentiality regulations including FERPA (Family Education Rights and Privacy Act.)
- Think critically to assess and respond to situations; identify and respond to the unique needs of each student; effectively identify and implement solutions in the best interest of students and the University.
- Ability to understand military protocol and culture to interact effectively with military organizations and veteran/active duty military personnel. Experience with or knowledge of the challenges and needs of those transitioning from military to civilian life and to being a student.
- Ability to learn and understand details of the many veteran and military resources, education benefits and support programs and explain those to prospective and current students.

Required skills

- Excellent written and verbal communication skills, including group presentation skills.
- Ability to work independently
- Strong interpersonal and relationship development skills
- Strong organizational and time management skills
- Competency with Microsoft Office products, calendaring software, customer relationship management software and student information systems.

Typical physical activity

- Ability to lift 50 pounds on occasion
- Standing 10%, walking 10%, sitting 60%, driving 20%

Typical environmental conditions

Office environment; occasional outdoor activity for recruitment events or campus tours. Travel may involve driving in inclement weather on occasion.

Travel requirements

20% travel, primarily day travel within the city of Great Falls and surrounding area. Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Please submit a resume, cover letter and three professional references to julie.edstrom@ugf.edu or Human Resources, 1301 20th Street South, Great Falls MT 59405.