

# Executive Director of Veteran Services and Community Engagement

## Job Description

### JOB INFORMATION

Effective Date	10/18/2021
Job Code:	3533
Job Title:	Executive Director of Veteran Services and Community Engagement
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Student Engagement
Job Family:	Student Programs
Job Summary	<p>Reporting to the Vice President for Student Affairs, the Executive Director, Veterans Service and Community Engagement (EDVSCO) will serve as the leading UHCL campus authority for Veterans Services initiatives throughout the UHCL campus and will work with multiple internal, and community agencies, and programs to provide outreach and services to student veterans. Serves and advocates for Veteran students and Veteran connected families and has duties across and throughout all divisions on the UHCL campus to create and provide resources, training, and leadership initiatives. Will work directly with University Advancement to create and leverage opportunities and resources to implement workforce initiatives to create civilian opportunities for Veterans and their connected families.</p> <p>The EDVSCO will develop and maintain community relationships with corporations and corporate partners, non-profit business organizations including the Chamber of Commerce, Ellington Field, local and state government offices, local and regional law enforcement, and local and regional military bases and facilities. This leadership position will draw on an extensive knowledge of available resources about Veterans’ benefits and educational applications in addition to assisting student Veterans and dependents in applying for available programs and benefits. Will demonstrate a knowledge of current federal and state legislation relating to benefits for military service Veterans and their dependents in addition to developing programs and activities with other agencies rendering services to Veterans, establishing and maintaining satisfactory relationships with Veterans, Veteran groups, and government agencies.</p>

### COMPETENCIES

#### Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

### QUALIFICATIONS

#### Education

Education Level	Education Details	Required/Preferred	
Master's Degree		Required	
Doctoral Degree		Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Progressive experience, leadership and supervision working with collegiate students in secondary or post-secondary education and/or of that demographic. Current on annual School Certifying Official (SCO) training requirements.	Required	
Less than 3 yrs	Commissioned Officer, Non-Commissioned officer or retired commissioned, non-commissioned officer.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Must be able to seek out, create relationships with existing and new community partners that will benefit campus Veterans and/or connected families</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Must have an understanding of current state and federal Veterans benefits.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Must be able to communicate professionally and effectively with students, faculty and staff, as well as external constituents.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Must be proactive and team oriented with the ability to collaborate effectively.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Must be a self-starter with a start-up mentality with the ability to handle interruptions, meet deadlines, and maintain confidentiality.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Must be able to manage all services and programs for veteran students with minimal direction from the assigned supervisor.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Actively seek out resources and work with community partners to identify growth opportunities connecting Veterans and their families with professional development prospects, workforce development, services, and resources in the Clear Lake area, Houston region, and beyond. Oversees campus initiatives that assist Veterans and their families fulfill their career and professional aspirations, transitioning to a post-military service career, and promote mental and physical well-being. Leads and collaboratively partners with external resources and services including county and regional Veteran Services Offices, Wounded Warrior Project, and other Veteran-related programs. Serves as a representative of the University at state, regional, and national organizations, boards, councils, and committees.</li> </ul>	25%
<ul style="list-style-type: none"> <li>Leads and collaboratively with UHCL campus divisional leaders, University Advancement, partners with Enrollment Management, Counseling Services including VSOC and other units on campus to ensure the needs of student Veterans and their dependents are addressed while promoting a Veteran friendly campus in becoming a national leader in Veterans' services.</li> </ul>	25%
<ul style="list-style-type: none"> <li>Advises Veterans, student Veterans and their dependents of their rights under military service benefits acts and other relevant legislation. Serves as lead School Certifying Official (SCO); maintains compliance with state and federal regulations governing the application of military-connected education benefits. Processes, coordinates and certifies Veteran applications.</li> </ul>	10%

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Directs measures to improve office efficiency and effectiveness through collaboration with staff in Enrollment Management and other campus offices to ensure student Veteran problems are resolved and process changes are implemented that will advance the services of the office.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Plans, directs, and oversees the development and evaluation of Veterans programs including tailored recreation, wellness, and social programming, and ensures compliance with policies and procedures of the U.S. Department of Veterans Administration. Leads the development and implementation of recruitment strategies targeting active and ex-military personnel.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Directs, evaluates, and reviews staff, student workers, and interns on a daily basis while promoting and overseeing their professional development and training. Oversees campus Student Veterans' Association.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Prepares reports and presents information to campus administration, external organizations, current donors, prospective donors, local veteran service organizations, and other key external stakeholders as requested. Performa all other duties as assigned.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Other duties as assigned.</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

### Travel Requirements

Estimated Amount	Brief Description