

The Office of Military & Veterans Services, which is under the Vice Provost and Dean of Undergraduate Education

Working Position Title: **Assistant Provost**

Focus Area: Military and Veteran Services

Senior A&P Position

Leads the office for all administrative, academic, and compliance efforts. Focuses on military & veteran student needs and university policies & procedures affecting transition and success for those students, including family members, using federal military benefits. Leads all liaison efforts across the university and with local, state, federal, and private agencies regarding military and veteran student issues. Provides advice, counsel and guidance to senior university leaders and policy-makers through strategic planning and engagement strategies. Works collaboratively with all OSU offices to provide policies and procedures to build student trust and better serve military and veteran students, including initiating and overseeing all education and training of faculty and staff concerning military and veteran issues. Ensures compliance with all federal and state mandates for military and veteran financial aid, policies, and directives. Represents the university and its interests to external agencies through targeted outreach and information dissemination. Builds partnerships with local, state, federal, and private entities to promote OSU students, faculty and staff. Works with University Development to further military and veteran interests at OSU. Oversees staffing and professional development for the office.

Duties:

75% Collaborate and build partnerships both across OSU, and into the community with local, state, federal and private agencies. Provide advice, counsel, and guidance to senior university leadership on all military and veteran issues.

15% Ensure a seamless integration of student military and veteran benefits through compliance with VA & DoD certification policies and procedures, data gathering, and reporting.

10% General office leadership and administration including budget compliance, professional development, and staffing.

Education: Graduate Degree or equivalent work experience

Desired Experience: Ability to coordinate and lead across a very diverse organization and task set is critical; experience in higher education or large-scale administration required; military experience, including DoD education and/or commissioning programs required; Strategic planning experience required; leadership/supervisory experience required; budget and compliance experience desired, flexibility and ability to rapidly adapt is desired.