

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

Working Position Title: **Director, Veteran's Transition & Services**

A&P Position

Leads all efforts with VA certification and reporting, along with military & veteran-students transition efforts; responsible for initiating and supervising the VA-funded work study students including sponsorship program; promotes awareness, communication, education and understanding of veterans' issues; Oversees OSU's participation in any veterans' job fairs, and local community veterans' groups; maintains positive relationships and liaises with outside veteran agencies; maintains statistical data; oversees process of student veterans utilizing the VA's educational benefit programs; supervises Senior Veterans Benefit Specialist; assists the Assistant Provost for university and office liaison efforts for military and veterans issues and education of faculty & staff.

Duties:

40% Leads all efforts for VA certification, data gathering, and reporting

25% Strategically plans and leads the effort to assist veterans and/or their family with transition efforts

20% Provides leadership and supervision to VA-funded work study students; oversee work-study students sponsor program for incoming students

15% Assists in the office's liaison efforts both within, and outside of, the university

Education: Graduate Degree or equivalent work experience

Desired Experience: experience in VA benefits, VA processes and Military Education Processes; budgeting experience; planning experience; training and education experience; leadership/supervisory experience and maintenance of VA certifying qualification required.