

Veteran Campus Coordinator Job Description

SUMMARY

Provide support services and direction to resources for distance learning student veterans currently enrolled in both credit and non-credit courses, and veterans new to Cuyahoga who are taking said classes at the Tri-C/AT&T Connection Distance Learning Center at the Louis Stokes VA Medical Center at Wade Park.

DUTIES AND RESPONSIBILITIES

- Develop, implement and coordinate a Student Veterans Orientation/Assessment Process for student veterans currently enrolled at Tri-C via the VA Distance Learning Center.
- Assist student veterans with integration into the College's eLearning process and programs.
- Serve as "case managers" for each member of the student-veteran population, assisting/directing them to transition specialists, career path leaders and mentors, working with student veterans, facilitating regular meetings with the veterans to review personal, family and scholastic goals and progress towards those goals.
- Work one-to-one with student veterans and interested family members to undergo the following:
 - Career interest assessment with direction to proper resources
 - "Vet Specific" Orientation to college environment and learning (credit and non-credit) programs (for new students)
 - Work with/direct to Counseling for preliminary education/career plan development
 - Work with/direct to Counseling for Revised Education/Career Plan based on results of post-secondary credential preparation activities
 - Work with/direct to Counseling for Enrollment in credit or non-credit college programs based on revised Education/Career Plan
 - College exposure and credit program preparation courses
 - Non-credit college certification/certificate program entry
- Working in concert with the program Executive Director, work to develop, integrate and delivery of College and community resources specifically for the student veteran population at the VA Louis Stokes Medical Center – Wade Park.

ADMINISTRATION:

- Coordinators report to the Executive Director of Veterans Services & Programs
- ED of Veterans Services handles timesheets, scheduling, attendance, etc.
- ED of Veterans Services coordinates coverage/serves as secondary POC in absence of Coordinator

ADDITIONAL REQUIREMENTS:

- Experience with computers and eLearning tools such as
- Bachelor's degree required. Veteran status and experience preferred.

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WHAT THEY DON'T DO:

- Coordinators are NOT counselors. Their job is to provide direction and introduction to eLearning resources both within the college and in the community that can be of assistance to student-veterans and their families.
- Coordinators are NOT GI Bill certifiers. They will work with student-veterans to ensure the introductions/connections are made directly with the certifiers.