BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Acting Coordinator of Veterans and Military Affairs

DEPARTMENT: Enrollment Services, Division of Student Affairs

FUNCTION: The individual will conduct information sessions for potential students and expedite student issues and concerns; coordinate the veterans and military affairs functions by ensuring students appropriate coordination of military education benefits. To effectively apply the use of technology in all functions pertaining to the enrollment, registration, monitoring and guidance of students receiving military benefits. To establish a Military Affairs/Veterans Center to address emotional, personal, and educational concerns. Additionally, the individual will maintain a high level, professional relationship with military officials and community partners.

REPORTS TO: Dean of Enrollment Services

SUPERVISES: Senior Secretary and assigned student workers

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Responsible for coordinating all campus functions pertaining to veterans and military affairs, including but not limited to admissions, recruitment, registration, enrollment, financial aid guidance, academic guidance, and management of benefits at all college locations.
2. Collaborates with the Bursar’s Office with processing of tuition assistance payments and acts as VA Certifying Official by ensuring compliance and processing of veterans/military dependents educational benefits.
4. Collaborates with the counseling staff on matters relating to students’ personal and emotional concerns.
5. Primary college leader in developing a community of support and a strong on-campus presence to enhance the communication between veterans and the college community (i.e. establish student organization, coordinate guest speaking events, etc.)
6. Works with campus leaders to determine campus needs and implement services as needed.
7. Prepares monthly and annual reports and as directed by the Dean of Enrollment Services.
8. Establishes and maintains a military affairs/veterans center.
9. Partners with community agencies to provide additional assistance and support to military students.
10. Works with College counterparts to achieve expected goals and objectives of the college.
11. Assists in the coordination of annual campus commencement and related activities conducted prior and post commencement.
12. Ensures management and timely input of student data through the use of technology.
13. Ensures services provided under Enrollment Services are represented and offered at all College locations.
14. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.
15. Prepares, track, monitors, and adheres to an annual budget.
16. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
17. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
18. Performs additional tasks or duties as assigned by the Dean of Enrollment Services or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Full knowledge and understanding of FERPA; Understanding of the community college mission and open door access policy; Knowledge, understanding and the ability to apply the use of enrollment/records technology to improve organization, retention, expediting, and confidentiality of records. Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master’s degree or a higher degree in higher education, counseling, or related areas.

Experience: Minimum of two (2) years of experience coordinating military benefits within an institution of higher education.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.
THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE