Position Title:
Veterans Center Graduate Assistant

Background Information:
The mission of the Veterans Center is to strengthen the lives of Veterans, military personnel, their families, and our community. The Veterans Center is a part of the Office of the Registrar and is located in 3578 Memorial Union. The space includes a lounge and office space. For more information and details on the services provided and events we host, please visit our website (http://www.veterans.iastate.edu/).

Terms of Employment:
This is a ½ time appointment (20 hours a week) beginning approximately 1 week prior to the start of classes and running through the spring semester (9 month appointment). The Graduate Assistant will qualify for in-state tuition and fees. Tuition and fees will then be reduced by ½. Compensation will be $1800/month based on 20 hours a week.

Qualifications (required):
- Enrollment in a graduate degree program at Iowa State University
- Interest in learning and working with student Veterans and family members
- Strong organizational and communication skills (both written and verbal)
- Ability to work independently and as a member of a team of staff and students
- Appreciation and commitment to diversity and inclusiveness

Qualifications (preferred):
- Experience with developing programs and community building
- Previous paid or volunteer work experience with an organization committed to serving Veterans and their families
- Understanding of the strengths and challenges associated with the Veteran and family member community

Position Description:
The Veterans Center Graduate Assistant will assist the Veterans Center in fulfilling its mission of strengthening the lives of Veterans, military personnel, their families, and our community. The position will include the following responsibilities (and other duties as assigned):

Advising and Helping
- Provide walk-in services and manage the Veterans Center email and social media accounts, responding to potential and current student inquiries and utilizing referral resources as needed
- Advocate for and support student Veterans and family members both on and off campus
Equity, Diversity, and Inclusion

- Lead in the development and coordination of the Veterans Learning Community
- Plan and implement Veterans Center events, including the Community Supper Honoring Veterans and their Families

History, Philosophy, and Values

- Participate in regular meetings with Veterans Services Coordinator and Veteran Affairs Work Study students to discuss Veterans Center projects and issues

Human and Organizational Resources

- Co-supervise the Veteran Affairs Work Study students

Leadership

- Utilize initiative to investigate and design new strategies to address the needs of student Veterans and family members

Contact Information:
If you have any questions about the Graduate Assistant position or the Veterans Center, please contact:

Jathan Chicoine, Veterans Services Coordinator
The Veterans Center
3578 Memorial Union
Iowa State University
515-294-9801
jathan@iastate.edu
veteranscenter@iastate.edu