Graduate Coordinator, Student Veteran Initiatives

Student Success & Outreach
Division of Student Development

Position Summary
The Outreach Center is a community and resource space for members of the Seattle University community who identify with the first-generation college student experience and the student veteran experience. We acknowledge and affirm our community's multiple intersecting identities, including low-income, international, undocumented and DACA, and graduate students.

The Graduate Coordinator for Student Veteran Initiatives (the Coordinator) supports and creates awareness of SU's student veterans. Under the direction of the Assistant Director for Student Success & Outreach, the Coordinator is part of a three-member team within The Outreach Center who work together to provide leadership for first-generation college students and student veterans.

The Coordinator is also responsible for oversight of the Redhawk Resource Hub Desk, Seattle University's main information desk, located in the Student Center.

Anticipated Learning Opportunities

• Deepen understanding of student veterans' needs and issues
• Recognize and articulate the multiple intersecting identities of first-generation college students and student veterans
• Adapt student services to specific environments and cultures
• Develop and demonstrate skills in leadership and collaboration
• Establish and enhance professional identity

Essential Responsibilities
Student Veterans Outreach and Support

• Create, implement, and assess educational and social programming to support student veteran success
• Work collaboratively with the AmeriCorps Veteran Navigator on various veterans-related projects, including but not limited to veterans cultural competency training for staff, faculty, and students
• Recruit, hire, train, and provide support to two student veteran peer mentors. Create and manage student veteran peer mentor schedules, responding to planned and unplanned changes. Review student veteran peer mentors’ timesheets.
• Serve as a member of the Veterans Action Committee to discern student veteran needs and collaborate on veterans-related initiatives
• Research and utilize best practices for student veterans to inform daily work
• Perform shared daily facilities oversight of The Outreach Center, Seattle University's community and resource space for first-generation college students and student veterans
• Represent the department at campus events, such as divisional in-services, admissions open houses, graduate and transfer welcome events, etc.

Redhawk Resource Hub Desk
• Recruit, hire, train, and provide support to 10-12 undergraduate desk assistants who staff the Redhawk Resource Hub Desk
• Exercise effective resource management through cash handling procedures and timesheet review
• Create and manage student staff schedules, responding to planned and unplanned changes
• Perform daily facilities oversight of the Redhawk Resource Hub Desk, responding to any issues when needed

*The Coordinator may also work on other duties as assigned by the Assistant Director for Student Success & Outreach.*

**Anticipated Work Schedule**

The Coordinator must be able to work four days in the five-day work week.

**Minimum Qualifications and Skills**

• Demonstrated knowledge of and commitment to serving diverse populations
• Excellent communication skills, both written and oral
• Ability to work well with a team
• Experience in guiding, mentoring, advising, and/or leading student groups
• Demonstrated ability to manage projects and develop programs

**Supervisor Contact Information**

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