

Veterans Resource Center
Graduate Assistant Position Description
UNIVERSITY OF MIAMI * DEAN OF STUDENTS OFFICE

Activities and involvement outside the classroom are a significant part of each student's education. Through graduate assistantships, internships, and practicum experience, the Dean of Students Office seeks to provide experiential learning opportunities and the promotion of intellectual, cultural, social, vocational, physical, psychological, and spiritual growth, and preparation for life outside of the University. The Dean of Students Office is also committed to providing meaningful paraprofessional experiences for graduate students intending to pursue careers in student affairs or related higher education areas.

Qualifications

- Acceptance to, or current enrollment in a University of Miami graduate or professional program as a full-time student
- Prior military experience is not required but is preferred. Any peripheral military knowledge adds value to candidacy.
- Demonstrated ability to plan programs and presentations for undergraduate students as well as possess public speaking experience
- Exceptional written and oral communication skills
- Excellent organizational skills

Core Responsibilities

The Veterans Resource Center (VRC) Graduate Assistant is a member of the Dean of Students Office staff. The VRC Graduate Assistant is expected to have a strong working relationship with the Veterans Student Organization (VSO) as well as other University departments providing services and/or resources to veteran students.

Other Responsibilities

- Report directly to the Director of the Veterans Resource Center and attend regularly scheduled supervisory meetings
- Be visible, available, and accessible to veteran & military-connected students
- Participate in applicable staff training, VRC meetings, professional development, and special projects
- Perform regularly scheduled weekly office hours as directed to include administrative coverage in the VRC office
- Attend and assist with Veterans Students Organization (VSO) events as assigned
- Plan and facilitate at least 2 pre-approved educational programs/events per semester for the veteran student and/or military-connected student population
- Perform other general duties as assigned by the Director of the Veterans Resource Center as needed.

Compensation

The Graduate Assistant for the VRC is compensated by the University for 20 hours of work per week. The contract is for ten (10) months (August 2023 through May 2024), at a rate of \$20,000 for the academic year and is paid in monthly increments.

Submission: Interested applicants must submit a resume and formal cover letter addressing their qualifications and interest in the position to jon.baldessari@miami.edu.

Deadline to apply: Open until filled but priority will be given to candidates who apply by June 30, 2023. The review of applicant materials will begin on June 30, 2023, with preliminary interviews to follow soon after.

Contact Information

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