Brief Job Descriptions for two new 1.0 FTE positions

VETS Administrative Assistant

**Title:** Administrative Assistant  
**Department:** VETS and Military Connected Students Center  
**Supervisor:** Assistant Dean of Students, for Military and Veteran Engagement  
**Salary:** $40,000

**Position Summary:**

This is a full-time professional position within the Dean of Students Office, working in the VETS Military Connected Student Center, which is a comprehensive support services unit for veterans, their dependents, ROTC students and current military members. The Administrative Assistant reports to the Director of the VETS Military Connected Student Center and is charged with providing quality student-centered support for military connected students, while providing guidance concerning GI Bill and Tuition Assistance eligibility requirements, and administrative support. This position also supervises Veterans Administration work study positions located in the Veterans Center as mandated by the Department of Defense and Department of Veterans Affairs.

VETS Academic Learning Specialist

**Title:** Academic Learning Specialist  
**Department:** VETS and Military Connected Students Center  
**Supervisor:** Assistant Dean of Students, for Military and Veteran Engagement  
**Salary:** $40,000

**Position Summary:**

This is a full-time professional position within the Dean of Students Office, working in the VETS Military Connected Student Center, which is a comprehensive support services unit for veterans, their dependents, ROTC students and current military members. The Academic Learning Specialist reports to the Director of the VETS Military Connected Student Center and is charged with providing quality student-centered academic support for military connected students. This role will track academic progress and time-to-degree for military-connected students (MCS) enrolled at the University of Arizona. Serve as a point of contact for, and meet with, at-risk MCS and the faculty/staff that support them to design strategies to improve performance and retention. They will also assist with the development of a comprehensive assessment plan including quantitative and qualitative analysis of student participation, retention, and graduation.
**Warrior Scholar Project**

The University of Arizona plays host to the Warrior Scholar Project each summer, with VETS facilitating the experience. VETS finds and reserves housing for the two week academic “boot camp”, plans and executes academic curriculum with several professors around campus, and serves as a point of contact for the day-to-day activities of the students attending WSP. Students are exposed to topics of humanities and STEM majors while going through the program alongside other student veterans. WSP seeks to “empower enlisted military veterans by providing them with a skill bridge that enables a successful transition from the battlefield to the classroom, maximizes their education opportunities by making them informed consumers of education, and increases the confidence they will need to successfully complete a rigorous four-year undergraduate program at a top-tier school.” This partnership puts University of Arizona in the same peer group as Yale, Notre Dame, Princeton, MIT and Harvard, among several others. This partnership was developed specifically because of University of Arizona’s highly esteemed STEM programs.

**VETS Student Veteran Graduation**

VETS hosted its first ever student veteran graduation last Spring as we congratulated nearly one-hundred student veterans on the completion of their journey to a degree from the University of Arizona. As a part of this experience, VETS invited UArizona professor and USAF veteran Dr. Bryan Carter to speak to this cohort of graduates as they prepared to embark on their new journeys after graduation. Students were then given stoles that highlighted their branch of service as they walked. The event was a success, bringing in nearly 100 students in its first iteration, and with several others inquiring about the event afterwards. This year, plans to bring in more speakers have begun, while preliminary probes see our numbers potentially doubling for attendance.