

Veterans Center Graduate Assistantship Position

The Graduate Assistant (GA) will report directly to the Veterans Center Coordinator. This is a one-semester GA position and serves as a point of contact for matters relating to military and veteran issues. Responsibilities include, but are not limited to the following:

Description of Job Responsibilities

- Assist the Veterans Center Coordinator with the day-to-day staffing of the Veterans Center;
- Assist the Student Veterans Group (SVG) and work directly with the Faculty Advisor of the group;
- Help the VA certifying official maintain VA records and files of students receiving GI Bill benefits;
- Refer veterans on an individual and group basis with educational, personal, and/or career questions or issues to proper University offices and services;
- Assist with informational updates (newsletters, email blasts, etc.) for veterans to keep them informed and connected to the WCU community;
- Assist veterans with their transition to the civilian sector and the WCU community;
- Maintain networks with outside resources and agencies;
- Drive students to off-campus related official events and functions as appropriate;

Qualifications

- Acceptance into a West Chester University Graduate Program.
- Ability to take initiative and work well with minimum supervision.
- Ability to communicate effectively and be sensitive to students from varied cultural, economic, and educational backgrounds.
- Ability to work as a team player with Graduate Student Coordinator, as well as all students, staff, and faculty.
- Strong overall awareness of campus resources and student issues.
- Flexible schedule to meet programming needs of the Center.
- Familiar with the U.S. Office of Veterans Affairs (VA).
- Familiar with the challenges associated with the veteran's transition to civilian life and higher education.

Compensation

- Academic Year Appointment with Tuition Waiver up to 12 credits per semester, must be registered for at least 9 credits.
- Stipend: \$2,500 per semester.
- 20 hours per week of work time including some evening and weekend hours (as needed for special events).

Application Process

- Applications are available online or in the Veterans Center at 624 S. High Street.
- Completed applications and a current resume should be returned to Lillian Morrison in the Veterans Center. For additional details contact VETERANSCENTER@wcupa.edu.
- You will be notified of an interview if selected as a potential candidate.