**Job Description**

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| **Job Title:** | Veteran and Military Family Services Advisor | **Location:** | Student Union Building |
| **Department:** | Advising | **Reports To:** | Director of Advising |
| **Division:** | Instruction | **Pay Grade:** | P4 |
| **FLSA Status:** | Exempt |  |  |

**SUMMARY**

The purpose of this position is to provide intentional academic advising, holistic support, and campus programming for North Idaho College prospective and current students in the veteran and military family population to promote retention and successful completion of their academic goals. This position provides proactive advising and communication to aid students’ academic and career exploration/planning in compliance with military benefit eligibility. The Veterans and Military Family Services Advisor collaborates with faculty, staff, and appropriate community groups to support students in their academic pursuits and facilitate access to college and community resources.

**Essential Duties and Responsibilities**

This list includes, but is not limited to the following:

* Helps students to successfully navigate through the enrollment process. This includes working closely with North Idaho College’s Veterans Administrative Coordinator/School Certifying Official and Veterans’ Affairs (VA.
* Assists prospective and enrolled students in identifying and clarifying personally significant career and educational goals.
* Assists prospective and enrolled students in developing meaningful and efficient education plans.
* Assists students in understanding their needs for being successful in college and in connecting to the best resources of the college and community for fulfilling those needs.
* Collaborates with or refers students to appropriate campus and/or community resources for holistic student support
* Advocates for students throughout the institution to recognize and meet the needs of students.
* Establishes and maintains knowledge of and positive working relationships with community agencies (i.e. Veterans’ Affairs and relevant community groups) to assure adequate support of students’ needs.
* Implements campus programming specific to the Veteran student population. Participates in specific student clubs and activities.
* Advises ASNIC affiliated Veterans’ student club. Is knowledgeable of and adheres to applicable processes and procedures.
* Works with the Director of Advising to maintain and update programmatic objectives, goals and evaluation efforts.
* Tracks student progress and collects pertinent data to measure efficacy and utilization of programmatic efforts.
* Serves as the secondary School Certifying Official.
* Represents NIC at various types of veteran programs and/or functions locally, regionally and nationally.
* Participates in the Student Services Program Review process and submission.
* Maintains the Student Services Code of Ethics within the department.
* Maintains a positive, helpful, constructive attitude and work relationship with supervisor, college staff, students, and the community.

# Marginal duties

* Performs other duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and/or Experience**

Bachelor’s degree and a minimum of two years full-time equivalent related experience. Experience in assisting veterans in various issues within higher education and/or behavioral or rehabilitative setting preferred. Experience in advising and/or student success initiatives in a higher education setting strongly preferred. Master’s degree preferred.

# Knowledge, Skills and Abilities

* Ability to recognize and refer students to appropriate resources for concerns common to veterans’ experience
* Knowledge of the culture of the military, especially related to combat experience.
* Knowledge of support programs related to the needs of a diverse student population.
* Knowledge of issues pertaining to Veterans’ retentions and success in the collegiate environment.
* Ability to provide effective advising for college students, including career guidance.
* Strong written and verbal communication skills.
* Ability to conduct effective training and presentations.
* Proficient skills using Microsoft Office applications.
* Basic skills using student records systems.
* Ability to operate standard office equipment including phone, fax, copier.

# Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements and environment are typical of those in a general office setting. This job involves regular sitting, standing, walking, typing, moving, lifting objects up to 10 pounds and exposure to office lighting. A wide variety of standard office equipment is continually used, including phone, fax, copier, printer and computer. Occasional local, regional or national travel may be required.

**May 2024**