

Assistant Director of the Military Connection Center
Old Dominion University

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Posted May 12, 2025, set to expire Nov. 1, 2025

Job Title Assistant Director of the Military Connection Center
Department MILITARY CONNECTION CTR
Institution Old Dominion University
Norfolk, Virginia

Date Posted May 12, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Student Affairs

Job Website <https://jobs.odu.edu/postings/23200>

Apply By Email

Job Description

Job Summary

Assist the Director in providing leadership to a center dedicated to providing comprehensive services and assessment of services for active-duty military, veterans, and military affiliated students. Work with the university community to position ODU as the leader in awareness and education about the military affiliated student population. Collaborate and provide relevant programming support to Academic Affairs and SEES to facilitate student success. These services and collaborative efforts include, but are not limited to Enrollment Management, Office of Counseling Services, Center for Career and Leadership Development, Office of Intercultural Relations and the Office of Educational Accessibility.

The Assistant Director will assist in the oversight of the day-to-day functions, operations, and responsibilities of School Certifying Officials in the processing of all requests for education benefits with the Veterans Administration. It will be certified as an SCO and attend trainings and appropriate

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conferences representing ODU and will serve as the in-office expert regarding the different education programs associated with military affiliated students.

Position Type

FullTime

Type of Recruitment

- General Public

Minimum Qualifications

- Master's degree in higher education, counseling, social work, psychology or related field required.
- Considerable knowledge of student needs assessment.
- Basic knowledge of public financial management.
- Considerable knowledge of industry accepted practices used in effective academic advising.
- Considerable knowledge of the applicable federal and state regulations governing areas related to the responsibilities of the position including the Federal Education Rights and Privacy Act (FERPA).
- Demonstrated ability to develop and promote educational programs, initiatives, and activities addressing the unique and diverse need of military and veteran students.
- Demonstrated ability to collaborate with various constituents in higher education and the community to develop or advance student success initiatives.
- Ability to manage staff, build teams, work with diverse populations, manage multiple priorities, and demonstrate excellent oral and written communication skills.
- Excellent organization and decision- making skills, and proficient computer literacy.
- Considerable experience in student advising or otherwise working in student affairs administration.
- Some experience in planning, organizing, and implementing programs and services for prospective and current veteran and active-duty military students.
- Some experience in program management, marketing, and conducting presentations.

Preferred Qualifications

- Considerable knowledge of public financial management.
- Considerable experience in planning, organizing, and implementing programs and service for prospective and current veteran and active-duty military students.
- Strong experience in program management, marketing, and conducting presentations.

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

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