

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Director, Veterans Affairs and Military Education

Unit: Management

Page: 1 of 3

Job Code: C2645

Original Date: 10/2024

Last Revision: 10/2024

Staff Type: Academic

FLSA status: Exempt

Salary Range: 4

DEFINITION

Under the general supervision of the Dean of Enrollment Services, or assigned manager, the Director, Veterans Affairs and Military Education manages, supervises, and administers the daily operations of the college's services to Veterans and military affiliated students. Key administrative duties include ensuring compliance with applicable laws and regulations, developing strategic plans to maximize growth of student engagement programs, establishment and sustainability of the Veterans Resource Center, enhancing the services provided, expanding community partnerships, including partnering military installations, and delivering equitable services for students from diverse communities.

EXAMPLE OF DUTIES

1. Manage and supervise office operations, certifications, issues and complaints, and recommend procedures, related to veterans' educational benefits and services, the Veterans Resource Center (VRC), and other student services areas.
2. Responsible for the development and implementation of Veterans and military affiliated student initiatives and programs.
3. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
4. Serve in a leadership capacity in the development of the Veterans Resource Center (VRC).
5. Serve as a liaison to the leadership and staff at the Marine Corps Air Station (MCAS) Miramar Learning Center in support of our educational partnership.
6. Develop and oversee assigned budgets; monitor and control expenditures with adopted budget. Reviews all expenditures for appropriateness to the program and compliance with budget guidelines. Initiates and approves all requests for spending.
7. Analysis of new, complex and ever-increasing legislation, implements necessary changes to maintain compliance and provides guidance to appropriate departments and administration, while ensuring department compliance with district policies and procedures.
8. The Director serves as an advocate, advisor and troubleshoots administration challenges on behalf of veterans, active duty military, reservists, and dependents.
9. Support outreach and recruiting efforts at military bases and in the community.
10. Provide leadership and guidance to staff in providing engaging student activities and programs.
11. Performs research and reports information to the college and district leadership. Prepare and maintain reports and statistics as required.
12. Supervise, train, evaluate, and assign office staff, participate in the hiring and disciplinary recommendations of staff.

13. Maintain student records, in compliance with San Diego Community College District and Department of Veterans Affairs policies and procedures.
14. Provide information to students and staff regarding veterans' records, educational benefits and services, the Veterans Resource Center (VRC), and other student services; respond to more complex questions as referred by assigned staff; coordinate and perform veterans services activities with other college departments.
15. Develop, implement, and maintain strategic plan for the college VA services, in alignment with institutional initiatives.
16. Work collaboratively and develop procedures and activities with offices such as Admissions & Records, Administrative Services, Accounting, Financial Aid, Counseling, and other student services programs, and across other campus divisions.
17. Implement Diversity, Equity, and Inclusion (DEI) and Academic and Career Pathways (ACP's) initiatives related to the veteran's services and other student services functions.
18. Serve on special committees and perform special projects as assigned.
19. Perform related duties as assigned.

DESIRABLE QUALIFICATION

Knowledge:

- Budget preparation and control.
- Communication skills.
- District collective bargaining process and agreements.
- District policies, organization, operations, and objectives.
- Effective writing skills.
- Interpersonal skills including tact, patience, and courtesy.
- Knowledge of computer and business-related software, including word processing, databases and customer relations management (CRM) tool.
- Laws and other regulations governing assigned programs and services.
- Principles and practices of management, training, and supervision.
- Principles and techniques of instruction, training, and counseling.
- Principles, goals, objectives, and trends of assigned programs/services.
- Technical aspects of field of specialty.

Skills and Abilities:

- Allocate financial and human resources in accordance with sound management principles.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Coordinate program activities and services with other site, district, and community programs.
- Develop, administer, and control budgets.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Perform program support functions such as administering contracts and coordinating facilities use.
- Perform support functions in a timely fashion while working independently with little direction.
- Plan, organize, and supervise assigned programs/services.
- Prepare comprehensive records and reports.
- Train, supervise, and evaluate personnel.

Training and Experience:

Any combination of training and experience equivalent to: a Master's degree from an accredited institution in an appropriate subject area and three years of increasingly responsible experience in teaching, counseling, research, administration, or other experience directly related to area of assignment, preferably in an institution of higher education. Some positions may require special credentials. Prior experience with the U.S. Military and in a community college district is desirable.

The following are required for academic/educational administrator assignments:

- 1) Master's degree (doctorate preferred) from a regionally accredited institution, AND
- 2) One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment, AND
- 3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

OR

- 1) Possession of a lifetime California Community College Chief Administrative Officer Credential AND
- 2) Two (2) years of recent management experience in an institution of higher education, AND
- 3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

License:

Valid California driver's license.

WORKING CONDITIONSPhysical Requirements:

Category III

Environment:

Favorable, usually involves an office. Frequent travel for contract management and oversight.