



Our Vision: To be a student-centered and supportive advocate for military affiliated students from pre-enrollment to graduation and beyond.

Our Mission: To empower military affiliated students by providing superb student-centered service, practical and appropriate resources, and an inclusive community of support.

Position Expectations: The main responsibility of the Graduate Assistant position is to provide supervision and leadership to student staff, and support veteran and military-affiliated students at UNC. This is accomplished by the following expectations:

Supervision (50%, 10 hours)

- Assist in supervising student employees to include: scheduling shifts, assisting with evaluations, providing guidance, and collaborating with students on their responsibilities and events.
- Conduct one on one meetings with individual student employees.
- Attend weekly one on one meeting with supervisor.
- Provide assistance to conflict resolution between student employees.
- Assist in the professional development of student employees.

Engagement (25%, 5 hours)

- Coordinate and facilitate awareness and cultural events on and off of campus.
- Coordinate at least two awareness/outreach events (one per semester) in order to build engagement within the UNC and local community.

Professionalism (25%, 5 hours)

- Complete all administrative tasks in a thorough, accurate, and timely manner.
- Provide excellent customer service to students, staff, and parents through effective communication and follow-through of emails and phone calls.
- Attend and participate in staff meetings and one on one supervisory meetings.
- Develop and maintain effective working relationships with Veterans Services and other university personnel.
- Assist in creating an inclusive work environment.
- Project a positive attitude toward the position, department, and institution. Professionalism & Role Modeling
- Veterans Services Staff are expected to uphold policies outlined in the Housing & Residential Education Handbook, Student Rights and Responsibilities Code of Conduct, and/or Federal and State laws.
- All staff members should carry themselves in a professional manner when interacting with supervisors, peers, campus partners, community members and students.
- Maintain an effective working relationship with all people in working environment and UNC community.
- Demonstrate good written, listening and oral communication skills.
- Demonstrate quality decision making and evaluative skills.

Learning Outcomes

- Demonstrate leadership skills related to supervising and developing students to include: facilitating group decision-making, goal-setting, managing conflict, and appropriately mentor students and staff while exhibiting strong active listening skills.
- Identify systematic barriers to equity and equality in order to advocate for and implement means of addressing these obstacles.
- Model appropriate and effective techniques for supervising student and professional staff.

Minimum Qualifications and Additional Requirements:

- GAs are required to be full-time graduate students at UNC while in the position.
- Minimum 3.0 GPA
- GAs must be in good conduct standing with the University and not be on any probationary period through conduct sanctioning.