AUBURN
Human Resources

Coord I, Veterans Resources Center

Job Description

JOB INFORMATION

Job Code	KB09A
Job Description Title	Coord I, Veterans Resources Center
Pay Grade	SR05
Range Minimum	$36,640
33rd %	$41,530
Range Midpoint	$43,970
67th %	$46,410
Range Maximum	$51,300
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	6/10/2025 4:34:05 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

JOB SUMMARY

Assists and oversees the operations of the Auburn University Veterans Resources Center (AUVRC) including planning, developing, implementing, and evaluating University Veterans services and programs.

RESPONSIBILITIES

- Serves as a university Veterans Affairs School Certifying Official.
- Coordinates existing, and develops new, academic and campus partnerships. Manages and develops relations with local, state, and federal veterans councils and entities. Manages programs for veteran hiring initiatives and assists the Director as the veteran center liaison between University faculty, staff, and other personnel/agencies outside the University.
- Develop, plan and execute a continuous program to increase student veteran interaction and philanthropy within the University and community; stays current on trends and best practices in the field of veterans programs that have the potential to impact the veteran student population and Auburn University.
- Advises and instructs students and parents on financial aid issues regarding Federal Veterans Administration education benefits programs and other financial aid, scholarships, fellowships, and assistantships programs.
- Conducts workshops, activities, and programs intended to educate students and their family members on issues related to their transition to the University environment and the students veterans educational benefits programs.
- Assists in the coordination and implementation of programs, policies, and procedures for the AUVRC.
- Educates others on financial aid issues, bursar issues, registrar issues, admissions issues, and graduate and undergraduate degree issues as they are affected by VA educational programs, guidelines, regulations, policies, procedures and laws. Answers questions, writes letters, and/or gives presentations as required to respond to the student or a family members inquiry, veterans administration inquiry, and/or other inquiries from other Universities and entities.
- Makes recommendations and implements changes/improvements to the AUVRC programs.
- Represents the AUVRC by participating in state, regional, and national Veteran Administration training programs and conferences.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	no specific discipline	and	0 years of	Experience in financial aid processes or military/veterans affairs.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.