Transition Specialist Graduate Assistant
Veterans and Military Student Services

Duties and Responsibilities:

- Perform proactive outreach to self-identifying veterans and military students upon admission to the University, including intake assessments in-person or by phone
- Provide student veterans with guidance on acclimating to their new academic lifestyle by building supportive personal environments and best practices that facilitate their student success.
- Guide student veterans in utilizing the Majors and Careers Exploration [FOCUS 2] tool offered through Career Services Department
- Help students define and develop realistic educational plans utilizing the UM Degree planning tool
- Assist student veterans in creating preliminary course schedules, including advisement on general education requirements, transfer credits/articulation agreements, appropriate class selection and using other academic resources
- Advise students on University student veteran-related policies and procedures
- Closely monitor students to proactively identify at-risk scenarios and identify opportunities to develop, implement, measure and improve academic success strategies.
- Assist Veterans and Military Student Services Coordinator in data collection and analysis utilizing assessment and planning resources
- Assist the Veterans and Military Student Services coordinator in the preparation and presentation of services for a variety of workshops
- Perform front desk reception duties as needed

Desired Skills and Experience:

- Bachelor’s degree or equivalent professional experience
- Excellent verbal and written communication skills
- Basic proficiency with MS Office Suite
- Ability to work independently or with a team
- Innovative and capable of researching and implementing current best practices models for VRC’s
- Previous military experience or veteran transition assistance in a post-secondary setting highly desired

Compensation:

Tuition remission and a monthly stipend.

Interested applicants should submit a cover letter and resume to Teresa Landrum at Teresa.landrum@memphis.edu