



ECU

MILITARY & VETERANS RESOURCE CENTER

MVRC Graduate Assistant

PROGRAM OVERVIEW

The Military & Veterans Resource Center (MVRC) provides holistic programming to support the academic endeavors of military-affiliated students. We foster student leadership, as well as personal, academic and professional growth through intersectional programming, advocacy services, social events, and partnerships across campus. The MVRC offers a welcoming and supportive environment that promotes understanding, acceptance, and visibility of military-affiliated populations.

THE UNIVERSITY

East Carolina University® is a constituent institution of the University of North Carolina System and has an enrollment of 26,785 students (as of Fall 2023), making it North Carolina's fourth-largest institution of higher learning. Adjacent to a vibrant downtown district, ECU's Main Campus is in the heart of Greenville, North Carolina, a city of approximately 90,000 people. Greenville is the hub of North Carolina's coastal plain and serves as a business, medical and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and is within easy driving distance of coastal resorts.

REQUIREMENTS FOR CANDIDACY

Bachelor's degree required from an accredited college or university. Preference is given to candidates specializing in Business Administration/Marketing, communications, education, social work, or a related field. The candidate must possess an academic background that will satisfy the graduate entrance requirements of East Carolina University. Previous experience in marketing, graphic design, social media promotions, and student employee management is desired. Must maintain current driver's license and satisfy university driving standards. The student does not need to be a veteran but should have an understanding of military culture.

SCOPE OF POSITION

As a result of this Graduate Assistant position, students will have the opportunity to gain the following core competencies based on the ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners:

- **Human & Organizational Resources:** Includes knowledge, skills and attitudes used in the selection, supervision, motivation, and formal evaluation of staff, conflict resolution; management of the politics of organizational discourse; and the effective application of strategies and techniques associated with financial resources, facilities management, fundraising, technology use, crisis management, risk management and sustainable resources.
- **Leadership:** Addresses the knowledge, skills, and attitudes required of a leader, whether it be a positional leader or a member of the staff, in both an individual capacity and within a process of how individuals work together effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues

RESPONSIBILITIES

The Military & Veterans Resource Center Graduate Assistant is expected to fulfill the following general responsibilities:

- Market, organize, develop and implement programs and events for military-affiliated students.
 - Work with new/prospective students to ensure they are able to navigate ECU processes and access resources both on campus and in the community.
 - Organize, manage, and lead discussions in the MVRC book club.
 - Assist with research pertaining to student veterans.
 - Assisting in supervising and training student employees.
 - Lead discussions in veteran-specific COAD 1000.
 - Assist in the development of student leaders within MVRC.
- Utilize computer and web-based programs to coordinate activities.
- Additional duties as assigned.

GA EMPLOYMENT DETAILS

- Dates of Employment: August 1, 2024 –May 9, 2025
- Compensation: Stipend of \$10,500.00, for 9½ months. Professional development support is available. Full In-State Tuition and Student Fees are included. Out-of-state students are responsible for paying the amount of difference between out-of-state and in-state tuition. Room and board are the responsibility of the incumbent.
- Position is open until filled. PRIORITY APPLICATION DEADLINE: April 15, 20234
- Funding for this position is contingent on the continued availability of auxiliary funds.
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APPLICATION PROCESS

Apply for this position by submitting a PDF version of your resume, a cover letter/letter of interest, and three references including name, phone number and email address to the Director of the Military & Veterans Resource Center, Dr. Nicole Messina at messinan21@ecu.edu

Application priority deadline is April 15th, 2024