



VMSC Graduate Assistant for Transition and Involvement

The Veteran and Military-Affiliated Student Center Graduate Assistant is responsible for assisting with the implementation of programs supporting student success:

Duties and Responsibilities

- Support students' transition from military to civilian life
- Assists with planning and coordinating Veteran Impact Program (VIP) and Razorback Student Veterans (RSV) events
- Serve as a resource to military-affiliated students on campus
- Assist with informational updates (newsletters, email communication, etc.) to keep military-affiliated students informed and connected to the UARK community
- Manage social media accounts
- Participate in campus and community outreach events
- Support other programs and initiatives within VMSC and the Division of Student Affairs

Qualifications

Minimum Qualifications:

- Demonstrated commitment to belonging and support of military-affiliated students
- Excellent written and oral communication skills
- Strong interpersonal and organizational skills
- Proficiency with Microsoft Office software

Preferred Qualifications:

- Experience with developing programs and community building
- Knowledge of VA education benefits
- Experience managing social media accounts and creating graphics/content
- Experience with the HogSync (Campus Groups) student engagement platform

Supervision Received

This GA position reports to and is supervised by the Associate Director. Verbal contact is expected on a regular and frequent basis. Written reports may be expected concerning specific situations. Tasking in delegated areas should be communicated to the Associate Director and/or Director as appropriate.

Time Commitment

The position is designed to be a 20 hour per week commitment; the actual time spent may vary slightly week to week but will not exceed the 20 hour per week requirement from the Graduate School.

Education/Experience Required

A bachelor's degree and leadership experience is required. Additionally, acceptance and enrollment into a graduate degree program in higher education, social work, workforce development, public policy with an emphasis in higher education, or other related field is required.

Mental Demands Required

Because of the sensitive nature of incidents involving students, a staff member must be able to deal with students, staff, and faculty in confidential matters. Staff must be able to generate solutions, collaborate with others, and demonstrate initiative and personal resiliency. Due to the nature of the duties of the position, hours working are typically 8 a.m. - 5 p.m. with some evening and weekends included for various events.

Physical Effort

Attendance, sight, speaking, write/type, and mobility to visit various campus locations are required. The job requires moderate physical effort.

Graduate Assistantship (50% appointment)

- \$19,260 annual stipend for 12-month positions
- Professional Development/travel funding available
- Tuition waiver, including summer
- Access to discounted student health insurance
- This position will begin August 11, 2025 unless negotiated otherwise

This position is subject to a pre-employment criminal background (and registry) check. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

For additional information or questions, please contact Megan Witherspoon Evans, mmwithe@uark.edu, or Fernando Rodriguez, fxr001@uark.edu.

This position description is the for the 2025-2026 academic year and is subject to change,