

Director, Veterans Affairs and Military Education  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=251374>

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Posted Jan. 10, 2025, set to expire Jan. 31, 2025

<b>Job Title</b>	Director, Veterans Affairs and Military Education
<b>Department</b>	Veterans
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Jan. 10, 2025
<b>Application Deadline</b>	01/31/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Other
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<b>Job Description</b>	

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**Director, Veterans Affairs and Military Education**

**San Diego Community College District**

**Closing Date:** 1/31/2025

**Position Number:** 00120592

**Location:** San Diego Miramar College

**Position Type:**

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Academic

**The Position:**

Posting Details (Default Section)

Closing Date: 01/31/2025 Open Until Filled No Classification Title Director, Veterans Affairs and Military Education Working Title Director, Veterans Affairs and Military Education Recruitment Limits Location San Diego Miramar College Pay Information Range 4 (\$9,456.53- \$15,403.70) per month based on the current [Management salary schedule](#)

Initial salary placement is commensurate with related experience and promotional rules. The District offers a comprehensive fringe benefit package including employer paid: medical, dental and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the Management Employees Handbook and is non-negotiable. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee Collective Bargaining Agreements and Handbooks, and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE Job Duration 12 Months Position Number: 00120592 FLSA Status Exempt (does not accrue overtime) Bargaining Unit Management Range 4 Position Type Academic Department Veterans The Position Applications are currently being accepted for Director, Veterans Affairs and Military Education, located at San Diego Miramar College. Hours are Monday to Friday, 8:00am to 5:00pm. Selected candidate must be willing to adjust work days/hours based on the department's needs.

Under the general supervision of the Dean of Enrollment Services, or assigned manager, the Director, Veterans Affairs and Military Education manages, supervises, and administers the daily operations of the college's services to Veterans and military affiliated students. Key administrative duties include ensuring compliance with applicable laws and regulations, developing strategic plans to maximize growth of student engagement programs, establishment and sustainability of the Veterans Resource Center, enhancing the services provided, expanding community partnerships, including partnering military installations, and delivering equitable services for students from diverse communities.

San Diego Miramar College, a student-ready college, invites all qualified candidates to apply for the position of Director, Veterans Affairs and Military Education. Miramar College, a leader in providing student access and success, seeks candidates who are motivated by serving students in a college community and are committed to diversity, equity, and inclusion (DEI).

We are a fast-growing and innovative college with a freshly adopted focus on diversity, equity, and

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inclusion as we move into a new era. Recently designated as an emerging Minority Serving Institution (MSI) the College is committed to helping students access higher education and achieve success inside and outside the classroom.

The College is located in the Mira Mesa/Scripps Ranch area of San Diego and is one of four colleges/centers in the San Diego Community College District. Our [student population](#) of 14,193 [African American (5%), Native American (<1%), Asian (14%), Filipino (7%), Latinx (30%), Multiple Ethnicities (8%), Pacific Islander (1%), White (32%), Unreported (2%)], is reflective of the diverse community we serve.

In addition to expertise in their field, San Diego Miramar College seeks applicants who possess the knowledge, skills, and abilities to support our diverse student populations. Additionally, candidates should be able to demonstrate ways they will develop tools and resources to better serve [historically marginalized and minoritized populations](#). We strongly encourage candidates who possess the experience for the position, and who are student-centered and continue to demonstrate a commitment to diversity, equity, and inclusion (DEI) to best serve our student population.

Those who join our team at San Diego Miramar College can expect to be part of an inclusive, innovative, and equity-focused community that promotes broad collaboration among faculty, classified professionals, administration, students, and community and industry partners. We are proud of our commitment to create a socially just and responsive culture, host ethnically diverse speakers, and support various equity-focused professional development opportunities. Our college strives to ensure that students reach their full potential by eliminating gaps in academic outcomes that traditionally hinder students of color and disproportionately impacted students. In fact, the college's commitment to diversity, equity, and inclusion is encapsulated by our newly adopted Strategic Goal #5:

Miramar College Strategic Goal #5 Diversity, Equity, and Inclusion (DEI) - Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community.

Strategic Direction 1- Systematically update college processes, programs, and practices within a comprehensive equity framework for equity-minded practices in the workplace, the classroom, and support programs/services.

Strategic Direction 2- Establish comprehensive professional development for the campus community to increase capacity around and engage in equity, diversity, inclusion, social justice, and anti-racism.

Strategic Direction 3- Systematically review, develop and incorporate equity-minded practices in: 1) culturally responsive instructional pedagogy, 2) student-centered services, and 3) recruitment, screening, and retention of employees. Applicants can review Miramar College's full strategic plan on Miramar College's: [https://sdmiramar.edu/sites/default/files/2021-](https://sdmiramar.edu/sites/default/files/2021-07/San_Diego_Miramar_College_Fall_2020-Spring_2027_Strategic_Plan.pdf)

[07/San\\_Diego\\_Miramar\\_College\\_Fall\\_2020-Spring\\_2027\\_Strategic\\_Plan.pdf](https://sdmiramar.edu/sites/default/files/2021-07/San_Diego_Miramar_College_Fall_2020-Spring_2027_Strategic_Plan.pdf)

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Major Responsibilities **Major Responsibilities include the following:**

1. Manage and supervise office operations, certifications, issues, complaints, and procedures related to veterans' educational benefits and services, the Veterans Resource Center (VRC), offsite military installations, and other student services.
2. Develop and implement initiatives and programs for veterans and military-affiliated students. Demonstrate cultural humility, sensitivity, and equity-minded leadership to promote inclusive behaviors and achieve equity in outcomes.
3. Assist students and staff in resolving issues related to veterans' educational benefits, VRC, and student services. Serve as a liaison to leadership and staff at the Marine Corps Air Station (MCAS) Miramar Learning Center and designated programs.
4. Develop and manage budgets, monitor expenditures, and ensure compliance with program guidelines. Approve spending requests and review expenditures for appropriateness.
5. Maintain student records in compliance with district and Department of Veterans Affairs policies. Provide information and respond to complex inquiries regarding veterans' records, benefits, and services.
6. Develop and implement a strategic plan for college VA services aligned with institutional initiatives.
7. Work with the Department of Veterans Affairs to ensure timely enrollment reporting and catalog approval. Serve as additional school certifying official as needed.
8. Analyze complex legislation, implement necessary changes to maintain compliance, and provide guidance to departments and administration while ensuring adherence to district policies.
9. Serve as an advocate, advisor, and troubleshooter for veterans, active duty military, reservists, and dependents. Assist with outreach and recruiting efforts at military bases and in the community.
10. Prepare and maintain reports and statistics for college and district leadership. Supervise, train, and evaluate classified professional staff and assigned counseling faculty.
11. Collaborate with departments such as Admissions & Records, Administrative Services, Financial Aid, Counseling, and other student services programs to develop procedures and activities.
12. Implement Diversity, Equity, and Inclusion (DEI) and Academic and Career Pathways (ACP) initiatives related to veterans' services.
13. Serve on special committees and perform additional duties as assigned.

Qualifications Training and Experience:

Any combination of training and experience equivalent to: a Master's degree from an accredited institution in an appropriate subject area and three years of increasingly responsible experience in teaching, counseling, research, administration, or other experience directly related to area of assignment, preferably in an institution of higher education. Some positions may require special

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credentials. Prior experience with the U.S. Military and in a community college district is desirable.

The following are required for academic/educational administrator assignments:

1. Master's degree (doctorate preferred) from a regionally accredited institution, AND
2. One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment, AND
3. Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

OR

1. Possession of a lifetime California Community College Chief Administrative Officer Credential AND
2. Two (2) years of recent management experience in an institution of higher education, AND
3. Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

Desired Qualifications Knowledge:

- Laws, regulations, and policies relating to veterans' records, veterans' educational benefits and services, Veterans Resource Center (VRC), and other pertinent student services areas.
- Technical aspects of field specialty; enrollment certification and catalog approval experience, awareness of trends in Department of Veterans Affairs policies.
- Budget preparation and control.
- Communication skills.
- District collective bargaining process and agreements.
- District policies, organization, operations, and objectives.
- Effective writing skills.
- Interpersonal skills including tact, patience, and courtesy.
- Knowledge of computer and business-related software, including word processing, and databases.
- Principles and practices of management, training, and supervision.
- Principles and techniques of instruction, training, and counseling.
- Principles, goals, objectives, and trends of assigned programs/services.

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Skills and Abilities:

- Administer contracts and coordinate facility use.
- Perform support functions independently and efficiently.
- Plan, organize, and supervise assigned programs/services.
- Prepare detailed records and reports.
- Train, supervise, and evaluate personnel.
- Establish and maintain effective working relationships with administration, faculty, staff, students, the public, and other organizations.
- Facilitate engaging presentations to diverse student groups.
- Oversee day-to-day office functions in an educational setting.
- Implement student success, guided pathways, and equity frameworks.
- Apply equity-minded and culturally responsive educational practices.
- Interpret, apply, and assist with the implementation of rules, regulations, and guidelines.
- Analyze data and reports to support operational plans and services.
- Participate in departmental and campus activities.
- Maintain websites, social media, and marketing materials.
- Demonstrate cultural competence and sensitivity to the diverse academic, socioeconomic, and ethnic backgrounds of students, staff, and faculty.

Equivalency The Equivalency Process does not apply to this Management position. Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application.

Licenses/Certificates/Credentials: Valid California driver's license. Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Working Conditions

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Frequent travel for contract management and oversight. Special

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Instructions to Applicants: San Diego Miramar College is piloting anonymous screening format as a means to minimize implicit bias in the screening of applications. The anonymous screening format of applications refers to the process of reviewing applications without revealing the personal information of the applicants, such as their name, gender, or other potentially biased details. This approach aims to eliminate unconscious biases, promoting fair and objective evaluation based solely on the experience of the applicants. By anonymizing applications, screening committees create a more inclusive and diverse hiring process.

To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee. Application materials sent via mail, fax, or email will not be accepted. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete the online application, including examples and outcomes listed within the Duties section of your Employment History;
2. Complete responses to the Supplemental Questions, including examples and outcomes;
3. Cover Letter (max 2 pages);
4. Resume (max 2 pages); AND,
5. Three (3) references listed within the online application, one of which is a current or former supervisor.
6. Unofficial Transcripts (Optional).
7. Foreign Degree Evaluation (required if applicable).
8. Licenses/Certificates/Credentials (Optional).

Tentative Timeline (Subject to Amendments) March 1, 2025 projected start date Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);

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- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**;
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices; AND,
- Employed on an initial contract of two (2) year that is eligible for renewal annually for up to a subsequent two-year period.

#### **EMPLOYMENT AFTER RETIREMENT**

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: Please note that an employee may be transferred to any site at the option of the Chancellor.

#### **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time academic employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the State Teachers' Retirement System (STRS) upon appointment. Posting Number AC01097 Indicate budget number(s)

#### **Major Responsibilities:**

##### **Major Responsibilities include the following:**

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**Licenses:**

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**To apply, visit:** <https://www.sdccdjobs.com>

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*backgrounds of community college students and staff.*

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Veterans

San Diego Community College District

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