

**Veterans Outreach Coordinator
Central Oregon Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=262110>

Downloaded On: Sep. 5, 2025 5:35pm

Posted Sep. 5, 2025, set to expire Sep. 28, 2025

Job Title Veterans Outreach Coordinator
Department Veterans Resource Center
Institution Central Oregon Community College
Bend, Oregon

Date Posted Sep. 5, 2025

Application Deadline 09/28/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other
Administration - Student Affairs

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Job Description

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Position Number: B1114PD

Starting Wage/Salary: \$27,810 - \$31,500 plus exceptional benefits. This position is grant funded through September 30, 2026 with no guarantee of employment beyond that date.

Close Date: 09/28/2025

Primary Purpose:

As part of the Colleges U. S. Department of Educations Center of Excellence for Veterans Student Success Grant, provide direct support and outreach to prospective and new student Veterans and military-affiliated students. Support their transition to COCC by conducting intentional outreach, maintaining accurate tracking and reporting, sustaining a welcoming Veterans Resource Center (VRC), and connecting students to campus and community resources that promote academic and personal success. This position is grant funded through September 30, 2026 with no guarantee of employment beyond that date.

Essential Duties and Responsibilities:

Student Outreach and Support:

- Provide direct outreach to prospective and new student Veterans and military-affiliated students, ensuring multiple points of personal contact to support transition and retention.
- Provide accurate information and referrals related to admissions processes, financial aid, Veterans education benefits, and campus resources.
- Visit COCC campuses in Redmond, Madras, and Prineville at least once each term to support military-affiliated students and strengthen regional outreach.
- Oversee and advise a student veteran club or organization that provides outreach and builds community through events and activities.
- In collaboration with the Veterans Program Coordinator, provide support to Veteran work-study students and peer advisors.
- Staff the Veterans Resource Center (VRC) to ensure a welcoming, organized, and supportive environment, engaging actively with students as part of outreach and community building.

Program Outreach and Development:

- Implement consistent outreach systems to track, document, and report communication with

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students in support of grant and program outcomes.

- Collaborate with the Veterans Program Coordinator to plan and deliver Veterans-specific outreach presentations, campus events, and faculty/staff trainings.
- Contribute to the collection of program data and preparation of grant reports.
- Support budget management and administrative processes in coordination with the Veterans Program Coordinator.
- Serve on College committees as assigned, representing Veterans program interests.
- Perform other essential functions as assigned by the Veterans Program Coordinator or Dean of Equity and Well-Being.

General Duties:

- Perform other duties as they pertain to the overall objectives of the position, as assigned.
- Provide service to the College through participation in committees, task forces, and broader equity initiatives.
- Provide guidance and support, under the direction of the Veterans Program Coordinator, for college-wide professional development on the needs, concerns, and cultural awareness of military-affiliated students.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform these essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Demonstrate knowledge and understanding of student Veteran issues on a college campus, including strategies for a successful transition to college.
- Experience in planning and implementing student-focused programs, trainings, and events .
- Ability to work independently while contributing to team priorities.
- Strong organizational skills, including the ability to track data, meet deadlines, set work priorities, and manage workload.
- Effective communication skills in both individual and group settings, with the ability to represent the College professionally.
- Ability to communicate and collaborate effectively with students, staff, faculty, and the military-affiliated community from diverse backgrounds.
- Ability to interpret and explain College policies and procedures ensuring students understanding of expectations and requirements.

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- Ability to contribute to a diverse workplace through ideas, experience, and collaboration.

Minimum Requirements:

Education:

- Bachelors degree in Psychology, Education, or related field.

Experience:

- Two years experience working in a higher education, social service, or community outreach organization or equivalent experience working with Veteran populations.

Preferred Qualifications:

Education:

- Masters degree in Psychology, Education, Sociology or related field.

Experience:

- Experience working directly with Veteran populations.

To apply, visit <https://jobs.cocc.edu/postings/11612>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-

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3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

Contact Information

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

Contact

Veterans Resource Center
Central Oregon Community College

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