



JOB TITLE: Program Manager	REPORTS TO: MCAN Director of Finance/ MVAA Supervisor	APPLICATION DEADLINE: October 8, 2014
---	--	--

POSITION DESCRIPTION

The Program Manager is responsible for the overall management of the Veteran Resource Representative program, through the Michigan College Access Network (MCAN), in collaboration with the Michigan Veteran Affairs Agency (MVAA). The Program Manager will serve as the manager and supervisor for up to fifteen Veteran Resource Representatives located on various college and university campuses across the state of Michigan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve in a supervisory capacity to Veteran Resource Representatives across the state (e.g. mentoring, assuring MCAN and MVAA policies are communicated and followed, communication with colleges and universities, and resolution of performance issues).
- Assist with the hiring process of Veteran Resource Representatives, in tandem with MCAN and MVAA
- Conduct site visits to partner colleges and universities on regular basis.
- Develop and secure resources to assist Veteran Resource Representatives in their roles.
- Create and deliver reports (e.g. performance and activity reports, stakeholder reports, and other strategic reports as applicable).
- Evaluate performance of Veteran Resource Representatives, taking into consideration feedback of site supervisors within partner colleges and universities.
- Work with school partners' site supervisors, in tandem with MVAA, to resolve issues that arise.
- Participate in MVAA-sponsored meetings and trainings.
- Interact with and provide support to local college access networks, MCAN partners, and other stakeholders as appropriate.

EDUCATION, JOB KNOWLEDGE AND EXPERIENCE REQUIREMENTS

Minimum Qualification:

MICHIGAN

COLLEGE ACCESS NETWORK



JOB TITLE: Program Manager	REPORTS TO: MCAN Director of Finance/ MVAA Supervisor	APPLICATION DEADLINE: October 8, 2014
--------------------------------------	---	---

- Knowledge equivalent to that which normally would be acquired by completing a four-year college degree program in a related field;
- One to three years of related and progressively more responsible or expansive work experience with colleges and/or universities;
- Or an equivalent combination of education and experience.

Desired Qualifications:

- Bachelor's Degree with a minimum for one to three years relevant experience
- Veteran with honorable discharge status
- Knowledge of Federal VA Education and other Benefit Programs
- Familiarity with the needs of student veterans and/or non-traditional student populations

The PROJECT MANAGER must:

- Have the degree of learning and skill ordinarily possessed by reputable professionals practicing in similar capacities in the same profession and under similar circumstances.
- Have excellent written and oral communication skills, interpersonal skills, and organizational skills.
- Be flexible and able to independently make strategic decisions, generate innovative ideas and solutions, and multitask.
- Assure that work will be performed within a realistic timeframe and by established deadlines.
- Maintain accurate files and/or databases as required for task performance and documentation for audits.
- Have a valid in-state driver's license for regular travel.

Application Deadline: **Wednesday, October 8, 2014**

Required Documents: Resume and Cover Letter sent to Michelle@micollegeaccess.org.