Northeastern University is proud to serve our military veterans, active service members, transitioning service members, spouses, and dependents as they pursue their educational degrees. The Northeastern installation at Fort Bragg provides an outlet so prospective students can gather information, find assistance, and receive the support they need in order to fulfill their academic attributes.

**Fort Bragg Assistant Director, Military Admissions**

Job description: This part-time contract position (24 hours a week) serves as a Fort Bragg Assistant Director, Military Admissions, for incoming and current students affiliated/in distance to the Fort Bragg base.

Responsibilities:
- Maintain regular office hours (Tuesday, Wednesday, & Thursday, 0830-1630) to serve as the primary point of contact for prospective and current students
- Serve as the on-base liaison for all prospective and current students
- Follow up on new Fort Bragg-affiliated inquiries
- Work within Go Army Ed portal to verify students affiliated with Fort Bragg and assist in their cost verification forms
- Respond via phone and email to inquiries related to Northeastern’s academic programs
- Conduct initial transcript evaluations in order to advise military student of their options on a degree program
- Assist soldiers on the admissions process of their chosen degree
- Provide assistance to the military student in obtaining Tuition Assistance
- Supervise the intake of prospective and current students, assist in the registration process for all applicants, and advising
- Utilize and share weekly reports with the Northeastern team to continue to improve military students’ experience and outcomes

Qualifications:
- Bachelor’s degree preferred
- Desire and ability to mentor, motivate, and support students in their academic endeavors
- Strong knowledge of Military Tuition Assistance, GI Bill Benefits, Yellow Ribbon Program, and other military related educational programs is required
- Prior military experience is desired, but not required
- Must hold customer service at a high premium
- Experience working with veterans and/or military families
- Experience with Go Army Ed and Salesforce preferred
- Ability to work in a cross-functional, inclusive team environment

Applicant required documents:
- Resume
- Cover letter
- Reference list

Please send required documents to Meighan Avalos at m.avalos@northeastern.edu