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 Outreach and Engagement**

Job description: This part-time contract position (12-15 hours a week) serves as the Fort Bragg Assistant Director, Military Outreach and Engagement, establishing and maintaining contacts in the local Fayetteville community to expand awareness about Northeastern and represent a strong brand. They will be responsible for recruiting qualified students and engaging alumni and the local community through local events, as well as covering the admissions office during assigned hours.

Responsibilities:
- Recruit on and off base through education fairs, conferences, career fairs, local chamber organizations, and events
- Continuously build relationships with military installation leadership, local businesses, and area commanders
- Develop recruiting outreach for attracting veterans, and active and transitioning service members, in tandem with the Northeastern team
- Actively recruit by leveraging on base opportunities and organizations (Transition Assistance Program, Service Member and Family Assistance Center, Soldier Support Center, etc).
- Hold office hours at NU-Fort Bragg on Mondays from 0830-1630 and Fridays from 0830-1230, with the exception of holidays
- Lead and conduct degree information sessions
- Utilize and share weekly reports (activities, opportunities, and success stories) with the Northeastern team to continue to improve military students’ experience and outcomes

Qualifications:
- Prior military experience is desired, but not required
- Excellent public speaking skills, including presentations, information sessions, and events representing Northeastern
- Bachelor’s degree required
- Prior experience in recruiting, customer service, or in academic institutions required
- Must hold customer service at a high premium
- Ability to work in a cross-functional, inclusive team environment
- Flexible work schedule that accounts for evening/weekends as needed

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

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