



Office of New Student Programs
2011 Student Activities Building, 515 E. Jefferson St.
Ann Arbor, MI 48109
734-764-6413

2025-2026 Veteran and Military Services (VMS) Position Graduate Peer Advisor Lead

Job Summary

The role of the graduate peer advisor lead is to support student veterans as they transition to campus life. Graduate peer advisor leads are existing graduate/professional students who have leadership, supervisory, and training experience.

Qualifications

- Prior military service preferred
- Good academic standing
- Good interpersonal, communication, and problem-solving skills
- Insight about reintegration challenges
- Awareness of campus services
- Awareness of federal and local resources
- Can engage with and motivate people from diverse backgrounds
- Prior leadership experience
- Prior supervision or training experience

Communication Responsibilities

- Outreach to VMS peer advisors once per week
- Work with VMS peer advisors to help facilitate their outreach skills
- Ensure VMS peer advisors are contacting VMS peers in a timely manner through outreach log assessment
- Develop outreach strategies for potential students
- Assist VMS program director in potential student outreach
- Maintain lines of communication with other VMS and Office of New Student Programs (ONSP) staff
- Coordinate monthly meetings

Resource Sharing Responsibilities

- Research campus and VA resources useful to military-connected students
- Discover and share relevant research on identity groups within military-connected student population
- Help maintain VMS website

Event Planning Responsibilities

- Plan, promote, implement, and evaluate events and activities for military-connected students
- Assist with planning, promotion, implementation, and evaluation of campus-wide events, such as Veterans Week events, meet & greet events, and other planned events
- Plan one training module for VMS peer advising staff each term (fall and winter)

Administrative Responsibilities

- Complete monthly log reviews and advise VMS director on their results
- Perform other administrative tasks as needed

Miscellaneous Responsibilities

- Complete two initial training sessions (one winter semester, one fall semester)
- Attend monthly meetings during the academic year
- Meet with VMS director once a month
- Work eight to 10 hours a week in office for VMS
- Serve as an expert and help peers become familiar with and comfortable using university resources

Educational Value & Compensation

- Enhance skills in leadership, coaching, and training
- Personal fulfillment through contributing to community and peers
- Payment of \$20/hour through federal veteran Work-Study and/or VMS

Time Commitment

- Attend training sessions and meetings
- Make a minimum of one semester commitment
- Dedicate eight to 10 hours weekly to program (office time, events, and student meetings)
- Participate in monthly meetings with VMS peer advising program staff