



Reporting to the Provost and Vice Chancellor for Academic Affairs, the Director will serve as a key member of the Provost's executive leadership team and provide strategic leadership and direction for the Bass Military Scholars Program.

The Bass Military Scholars Program provides financial aid and programming for meritorious professional students who are current officers or honorably discharged veterans of the U.S. armed forces pursuing post-baccalaureate degrees to be awarded from Vanderbilt's Law School (J.D. program), Owen Graduate School of Management (M.B.A. program), Peabody College (M.Ed. program), School of Medicine (M.D. program), and School of Nursing (M.S.N. program). Officers and veterans participating in the Program will provide meaningful mentoring for other students at Vanderbilt and expose the members of the Vanderbilt student body to the commitment, work ethic and character military officers bring with them to the classroom. This will provide members of the Vanderbilt student body a better awareness and appreciation of those military career experiences and the family and lifestyle sacrifices officers and veterans make.

Vanderbilt University is excited to be able to offer this opportunity to officers and veterans and is looking for a director who is eager to recruit and support these scholars.

Duties and responsibilities

- Build and lead a program of the first rank and establish Vanderbilt University as the preeminent destination in the nation for distinguished current and former military officers seeking professional and graduate degrees
- Lead national recruitment efforts in coordination with Vanderbilt's existing marketing and recruiting teams to bring the best candidates to Vanderbilt
- Develop and supervise programming to engage the Scholars in the life of the Vanderbilt community so that the Scholars will serve effectively as mentors and role models for the student body, including ROTC cadets, faculty and staff. This includes a minimum for each Scholar of two leadership/mentorship activities per semester with students outside her/his home school
- Provide support to the Scholars to ensure their success in their graduate education, offer professional development programming and leadership opportunities to complement their academic experience and help prepare them for success in the next chapter of their lives of service
- Operate as the "face" of the program, on campus and nationally, to advance the mission of the program
- Serve as a member of the Bass Military Scholars Selection Committee

- Work with Development and Alumni Relations to maintain alumni records for the Scholars and encourage the alumni Scholars to contribute to the Endowed Fund

Profile of an Ideal Candidate

- Extensive experience working with military professionals and officers
- Superior organizational and data management skills, verbal and written communication skills, and the ability to articulate and present information to various audiences
- Demonstrated commitment to enhancing diversity, equity and inclusion on campus via programmatic services, outreach, and operational practices
- A commitment to customer service and a “can-do” attitude

Candidates with military experience, including distinguished records of service at the O-6 level or above, are encouraged to apply.

About Vanderbilt Benefits

In addition to offering a lively community that encourages learning and celebrates diversity, Vanderbilt University offers a competitive, flexible benefits package including health, dental, vision, life, accidental death & dismemberment, disability insurance, paid time off, and a 403(b) retirement plan with employer match. Vanderbilt offers tuition assistance to employees, spouses and dependent children. Also, after five years of service, Vanderbilt will pay up to 55% of the tuition for up to three dependent children to earn a bachelor's degree. Learn more about Vanderbilt's benefits at [VU Benefits Overview](#).

About Vanderbilt University

Vanderbilt is a renowned private institution founded in 1873 and located in the heart of Nashville, Tennessee. The university's students and faculty frequently cite Nashville and the surrounding area as one of the many perks of being a part of the Vanderbilt community. Vanderbilt University is a place where your expertise will be valued, your knowledge expanded, and your abilities challenged. It is a place where your diversity is sought and celebrated. It is a place where employees know they are part of something bigger than themselves, take exceptional pride in their work and never settle for what was good enough yesterday. Vanderbilt was recently ranked #2 for “best quality of life” and “great financial aid,” #5 for “best run colleges” and “beautiful campus,” and #6 for both being in a “college city that students love” and having “great campus/city relations.”