

Seeking to Hire: Military Higher Education Coordinators
Employment Status: Full-time and part-time company employees
Location: Positions available in many markets nationwide

Summary of Position:

Essential Knowledge (“EK”) is an education company with more than 30 years of experience serving members of the United States military community. Military Higher Education Coordinator (“Employee”) will contribute his/her efforts to EK’s Higher Education division, with a commitment to helping service members and military spouses earn the education they need to have the life and career they want.

Duties and Responsibilities:

1. Serve as a champion for higher education in the military community by connecting with service members and military spouses in assigned territory, with a specific focus on members of the National Guard and Reserves, but including members and spouses in all branches of the military.
2. Create positive military community relationships for opportunities to connect with prospective students.
3. Deliver military education briefing to groups and individuals, which communicates: 1. the value of higher education, 2. why and how to use military education benefits, and 3. selecting a school/degree program.
4. Assist prospective students interested in pursuing higher education by offering EK’s school matching service to connect them with one or more of EK’s partner schools that meet their needs; facilitate the completion and submission of a “Military School Matching Questionnaire” for each prospect.
5. Focus efforts on helping prospective military students and partner schools achieve their respective goals.

Qualifications; Required Skills:

- ✓ Retired military personnel or military spouse is preferred, not required
- ✓ Bachelor degree or higher academic credential is preferred, not required
- ✓ Must work well independently; “self starter” able to work away from HQ
- ✓ Must have exceptional communication skills to connect with stakeholders
- ✓ Must demonstrate the ability to maintain favorable working relationships
- ✓ Must act with the highest integrity pertaining to work-related activities

Miscellaneous Details:

- + Competitive compensation; performance-based incentive opportunities
- + Flexible schedules, time requirements in full-time and part-time positions

How to Apply:

Contact Melissa McCray – (816) 305-0439 or mmccray@essentialknowledge.com

