

## **VETERANS WORK-STUDY JOB DESCRIPTION**

Veteran work study students work within the Veterans Resource Center at their approved campus. They provide support to the Veterans Certifying Official, Veterans Counselor, Veteran Students and/or their dependents by assisting with the following duties:

- Front desk duties; such as, answering phone calls, directing students on campus and over the phone, sending and receiving emails and answering questions to walk-in students
- Assist veteran students with general inquiries about veteran benefits they can receive on and off campus, veteran's activities, FAFSA, directing students to other student support service locations on campus
- Assist and participate in outreach within the community and with on-campus efforts and events
- Collect, compile, and track data in support of the Veteran Resource Center (VRC)
- Perform basic data analysis and generate reports
- Maintain and organize the VRC, insure open/close duties have been completed daily
- Assist with veteran website development
- Conducts other clerical, office duties as required
- Maintaining positive relationships with student support service departments, in order to facilitate services to students receiving veterans' related educational entitlements
- Assist with the development and distribution of accurate and current Veterans Affairs Office publications to relevant constituencies (brochures, flyers, posters and web content)
- Assist with maintaining regulatory, information security and confidentiality compliance in accordance with federal, state and MSJC guidelines
- Maintain most current information and updates by attending required trainings to support Certifying Official, Counselor and Veteran Students

Any interested students may apply by submitting an MSJC Student Work Study Application and a VA Department of Veteran Affairs Work Study Application (VA Form 22-8691). Both forms are accessible on the MSJC website [msjc.edu](http://msjc.edu), under Veterans. Forms must be submitted to a MSJC-VRC (cover letter and resume are optional) to the attention of the current VRC Site Supervisor.