



JOB DESCRIPTION

JOB TITLE: Veteran Liaison – Part-Time

REPORTS TO: Director of Student Support Services

CLASSIFICATION: Part-Time Staff

20 hours/week

\$ 13.00/hour

SUMMARY: Provide support for Student Financial Services Department and Academic Support Services by assisting in various tasks/projects related to the servicing of the student veteran population.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Utilize in-person, written and web-based information to provide information and guidance to potential students, current students and the college community in the areas of the veterans' educational benefits and eligibility. Collaborate with CCBC recruiters to provide area veterans with information about available educational opportunities.
- Assist students in applying for a wide variety of DVA programs.
- Provide guidance to veteran students to ensure compliance with unique DVA policies and requirements.
- Serve as a liaison for veterans affairs with academic division chairpersons, academic advisors, and administrative personnel; provide assistance in resolving problems in relation to veteran student issues. Refer veteran students to appropriate academic support service departments when appropriate.
- Prepare and review appropriate documentation necessary for certification of student's veterans' education entitlements to DVA benefits. Interpret and apply federal and state regulations to all aspects of veteran student aid. Report pertinent information to the Director of Student Financial Services.
- Review academic evaluations, enrollment, and student requirements to insure compliance with DVA regulations and CSM policies. Monitor veteran students' academic progress, course enrollment, and other reporting requirements.
- Act as a liaison between DVA Vocational Rehabilitation Specialist and disabled veterans; control the issuance of forms used to cover educational costs.
- Provide leadership for the SVA.
- Perform related duties as assigned

MINIMUM QUALIFICATIONS: The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

EDUCATION AND/OR EXPERIENCE:

High school diploma or GED equivalent required; Associate Degree preferred

Veteran of the United States Armed Forces preferred.

Or any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities

KNOWLEDGE OF:

College policies and procedures

ABILITY TO:

Operate a PC and related software

Communicate effectively verbally and in writing

Maintain effective working relationships with others

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.