

COCC Veterans Work Study: VA Work-Study Assistant



Posting Type:	Veterans Work-Study *Student Veteran Position Only*
Position Title:	VA Work-Study Assistant
Posting Date:	
Closing Date:	Open until filled for the academic year
Length of Position:	Temporary, as needed per term
Anticipated Start Date:	
Position Type:	Non-Benefited Veterans Work-Study Student Position
FTE:	10-25 hours per week
Salary Level:	In compliance with Veterans Work-Study salary guideline
Starting Pay Range	\$15.05/hr (Oregon regional minimum wage)
Hours per Week:	As Identified in the VA Award Letter
Work Schedule:	Per Schedule
Days of the Week:	Per Schedule
Is a Criminal History Check required?	Yes
Is a Credit History Check Required?	No
Open Until Filled	Yes

A. Position Description

To provides clerical and administrative support to the school certifying officials and Veterans Resource Center staff.

B. Position Description Duties

Duties will include:

- Preparing, organizing, and maintaining VA education benefit student files
- Filing, scanning, copying, shredding, and data entry
- Assisting with the collection of information needed for VA certifications
- Responding to general inquiries about VA education benefits using approved materials
- Providing VA education benefit information at the Veterans Resource Center front desk
- Directing students to School Certifying Officials for detailed benefit questions
- Assisting with mailings, packets, and printed benefit materials
- Maintaining brochures, forms, and informational displays related to VA benefits
- Assisting staff during benefit-focused workshops, outreach, or presentations
- Keeping the Veterans Resource Center organized and presentable
- Assisting with updates to benefits-related webpages or communications

C. Knowledge, Skills, and Abilities

Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Ability to communicate effectively with students, staff, and faculty from diverse backgrounds.
- Ability to manage conflicts within and/or between groups and to work in a team environment.
- Ability to be accurate and detail-oriented.
- Ability to remain flexible and do different tasks on a daily basis
- Ability to provide consistent and dependable customer service
- Ability to use software programs and database systems which include Microsoft Office Suite, email, website editing, basic desktop publishing, and modern office equipment

D. Minimum Qualifications:

1. Must be eligible for VA Work-Study for the current term.
2. Must maintain $\frac{3}{4}$ time student status per VA Work-Study requirements.
3. Must be meeting Satisfactory Academic Progress for financial aid.
4. Must pass a background check.

Terms of Employment:

- This is a part-time (<.50 FTE) Veterans Work Study position
- Must be eligible for Veterans Work-Study for the current term
- Requires flexible work schedule, which may include evenings and/or weekends
- Must be meeting Satisfactory Academic Progress for financial aid
- Upon hire, must pass criminal history; only information relevant to the position will be considered

Application Process

1. Complete COCC's Veterans Work-Study application and submit it to vetsed@cocc.edu.
2. If you have not done so already, apply for Veterans Work-Study by completing [VA Form 22-8691](#).
 - a. Once completed, email a copy of the completed form to vetsed@cocc.edu or submit a hard copy to COCC's Certifying Official.
3. Submit COCC's Volunteer background check to vetsed@cocc.edu or to Site Supervisor.
4. Check your COCC email for an update from Veterans Services staff on your application status. If selected, you will be contacted for an interview.

COCC Veterans Work Study Site Supervisors

Veterans Certifying Official
541.383.7264 | vetsed@cocc.edu

Veterans Program
541.330.4362 | vetservices@cocc.edu