

STUDENT POSITION DESCRIPTION

SVS STUDENT VETERAN VA WORK STUDY

Hiring Department: Student Veteran Services

Supervisor: Jeremiah Gunderson

Application Deadline: As Advertised

Hours per week: 20

Length of appointment: Department of Veterans Affairs regulated semester-based appointment.

POSITION OVERVIEW

VA work study students will assist the Director and Coordinator of Student Veteran Services in the following areas:

- Assisting with dissemination of general information regarding Veteran benefits and/or services
- Providing assistance to Veteran students with general inquiries about Veteran benefits via phone, email, or in person
- Maintaining and organizing veteran-related files while observing FERPA regulations

Position will pay \$7.25 per hour to be paid every 50 hours up to the number of hours contracted to the work study employee

STUDENT LEARNING ASSOCIATED WITH THIS POSITION

1. **Humanitarianism and Civic Engagement** – Gain an understanding of the needs of our diverse veteran and military family member population and how they interact with our institution.
2. **Intrapersonal/Interpersonal Development** – Be able to articulate your personal talents, skills, values, military experience and act with integrity while managing conflict and working collaboratively with teams.
3. **Personal and Professional Competence** – Learn to translate your military experience, communicate effectively, pursue goals and maintain well-being in a non-military environment.
4. **Learning, Application, and Integration** – Acquire, process, and connect information to make decisions.
5. **Critical Thinking and Problem Solving** – Learn how to identify issues, reflect, and creatively develop solutions.

QUALIFICATIONS

- Must be a veteran or have some experience in the veteran certification field
- Full-time or 3/4-time student in a college degree, vocational, or professional program
- Must be professional, tactful, and patient when serving veterans and dependents of veterans
- Position requires strong communication skills, attention to detail, and the ability to follow protocols

DUTIES AND RESPONSIBILITIES

- The preparation and processing of necessary papers and other documents at educational institutions.
- Providing assistance to Veterans in obtaining any benefit under Title 38, U.S.C. or the laws of the State of Texas.
- Support and coordinate academic, financial, physical, and social needs of Veteran students
- Support the cooperative program carried out jointly by the VA and University of Texas at Austin Student Veteran Services.
- Assist with dissemination of general information regarding Veteran benefits and/or services

HIRING PROCESS

1. Potential applicant requests to be considered for a work study position in person at the SVS office
2. The SVS Director and/or Coordinator will interview the candidate in person or over the phone
3. Once hired by SVS, the student will fill out an application which will then be sent to the VA
4. If validated by the VA, the student will be issued a contract which can be renewed based on performance