POSITION TITLE

Liaison Officer: Policy, Career Services, and Disability Services

DEPARTMENT

Office of Student Life and Veteran Services Office

POSITION CATEGORY

Student Intern

JOB SUMMARY

The Liaison Officer serves in one of three fields and is a chief advisor to the SVA Chapter President. The three possible fields are Policy, Career Services, and Disability Services. A Liaison Officer must stay current with trends and key partners in order to best advice the Chapter President. Effective communication is essential in this role. Responsible for capturing images of al SVA Chapter events and social media accounts. Reports social media account The [Policy Liaison](https://studentveterans.org/programs-events/sva-liasons/policy-liaisons/) pursues policy, rules, and regulations advocacy goals on their college campus and greater community. The [Career Services Liaison](https://studentveterans.org/programs-events/sva-liasons/career-services-liaisons/) is responsible for all aspects of career and professional development of the Chapter Members and serves as a link between membership and the career services office on campus. The [Disability Services Liaison](https://studentveterans.org/programs-events/sva-liasons/disability-services-liaisons/) connects student veterans with underused services on campus for students with disabilities. The Liaison Officers should have an entrepreneurial nature. Business, Paralegal, and Human Services majors are best suited as Liaison Officers.

DUTIES AND RESPONSIBILITES

* Advises the SVA Chapter President on current and future trends within the scope of their expertise.
* Establishes strong and consistent communication with SVA National Headquarters within the scope of their expertise.
* Meets monthly with the Directors of CCRI Career Services and Disability Services Office respectively.
* Designs and recommends programming to the SVA Chapter President.
* Attends all student government meetings as the senior SVA representative.
* Participates in the annual SVA Leadership Summit on behalf of all CCRI students.
* Ensures the SVA Chapter complies with all regulations set by the college.
* Recruits and trains the next Liaison Officer.

MINIMUM QUALIFICATIONS

* One (1) academic year remaining at CCRI.
* 2.5 cumulative GPA or higher.

PREFFERRED QUALIFICATIONS

* Pursing a degree in Legal Studies, Human Services, Social Work, or any business track.
* Be a 3/4 full-time student using a GI Bill benefit to pay for school.

REPORTS TO

Reports directly to the CCRI Veteran Resource Coordinator. Fully supports the SVA Chapter President. Liaises with program leads at SVA National Headquarters

VACANCIES, LOCATION, AND SCHEDULE

Three (3) positions available. One Policy Liaison, one Career Services Liaison, and one Disability Services Liaison. Can work remotely. Flexible schedule up to 25 hours per week.

WORK SCHEDULE

Schedule is flexible around academic, professional, and personal schedules. Minimum five (5) hours per week with a maximum allowable of 25 hours per week. Must attend weekly team meetings (virtual) for the SVA Chapter executive board and CCRI Student Government sessions.

FULL TIME/PART TIME

Part time.

PERMANENT/LIMITED POSITION

Limited. As available.

BENEFITS

None.

PAY

Pay available to those eligible for VA Work Study. Must be ¾ full-time AND be using a GI Bill benefit to be eligible for pay. Otherwise, available for academic credit or Honors Program projects depending on professor approval.

ADDITIONAL SALARY INFROMATION

Pay is tax free if eligible for VA Work Study. Amount is federal or state minimum wage, whichever is more.

LENGTH OF CONTRACT

VA Work Study contracts are for one (1) academic semester. The position is itself does not have a limit.

NUMBER OF VACANCIES

Three (3) positions available.

APPLICATION OPEN DATE

Position opens 45 days before the start of the academic semester.

APPLICATION CLOSE DATE

Until filled.

REQUIRED DOCUMENTS

1. Unofficial transcript
2. Resume\*
3. Cover Letter\*

\*Ensure documents are tailored *specifically to a liaison position*. Schedule an appointment with Career Services for guidance.

