

POSITION TITLE

Veterans Affairs (VA) Student Work-Study Partner

DEPARTMENT

Office of Enrollment Services

POSITION CATEGORY

Non-staff, paid student

JOB SUMMARY

Aid and assist student-veterans apply for VA Education Benefits, CCRI admissions, and financial aid. Answer in-person questions, phone calls, and emails in a courteous and professional manner. Serve as an executive assistant to the CCRI VA Certifying Official and VetSuccess on Campus Coordinator. Communicate effectively with CCRI faculty regarding student-veteran issues. Laisse with national, regional and state veterans groups. Abide by federal, state, and CCRI regulations regarding the safe keeping and confidentiality of student records and personal identifying information.

DUTIES AND RESPONSIBILITIES

- Guide prospective student-veterans through applying for VA education benefits and applying to CCRI.
- Ensure personal information is safeguarded and filed secured in filing cabinets.
- Inform student-veterans when issues arise regarding their status.
- Accurately record worked hours on VA Form 22-8690 Time Record (Work-Study Program).
- Laisse with CCRI faculty to better support student-veteran success.
- Facilitate workshops and planning for veteran benefits informational seminars.
- Check office email and voice messages daily.
- Disseminate information and opportunities to all student benefit information seminars.
- File records accurately and timely.
- Maintains a clean and organized workspace.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Maintain a 2.5 GPA.
- Military Dependent, Active, Veteran, National Guard, or Reservist using VA Education Benefits during period of work-study.
- Enrolled in at least three-quarters full time student status in work-study semester.

PREFERRED QUALIFICATIONS

- Superior oral and written communication skills
- Experience in customer service/customer relations
- Fundamental understanding of Veterans Affairs Benefits
- Able to confidently navigate eBenefits.gov, Vets.gov, and FAFSA.gov

- High proficiency on Microsoft Outlook, MS Word, MS Power Point, and MS Excel

REPORTS TO

- Veterans Resource Coordinator, CCRI (VA Work Site Supervisor)

VACANCIES, LOCATION, AND SCHEDULE

Up to fifteen (15) VA Work-Study Partner positions are available. All four CCRI campuses require a VA work-Study Partner. Staffing is focused on Knight Campus where the majority of student-veterans study. Flanagan, Liston, and Newport campuses also have Veteran Services Offices to assist student-veterans.

WORK SCHEDULE

Hours are flexible to prioritize class schedule and studies. Hours are based on campus location. Beyond that, Veteran Services Office hours are 0900-1600 Monday through Friday.

FULL TIME/PART TIME

- Part time

PERMANENT/LIMITED POSITION

- Limited position. Work-Study partners are neither CCRI staff nor VA employees.
- Contract subject to termination by either CCRI or VA.

BENEFITS

- None

PAY

- Federal or State minimum wage; whichever is HIGHER. This is tax-free.

ADDITIONAL SALARY INFORMATION

- Pay is tax free
- Advance pay is optional
- Paid out in 50 hour increments. Biweekly if you max out at 25 hours per week.
- Official program allowance states: Your hourly pay rate will be the *greater of*:
 - Federal minimum wage; or
 - The minimum wage for the state in which you are working.
- The total number of hours you can work cannot be more than 25 times the number of weeks in your enrollment period. If you elect to receive an advance payment, VA will make your first payment in advance of your work for the *lesser of*:
 - 40% of the total amount of the work-study allowance to be paid under your contract agreement with the VA; or
 - 50 hours at your hourly pay rate.
- You can only receive one advance payment contract per contract agreement (original contract agreement and any extension to that contract agreement). If you do not elect to

receive an advance payment, VA will pay you for any hours after you work the hours. Your final payment will be for the *lesser of*:

- 50 hours; or
- The number of hours remaining on your contract.

LENGTH OF CONTRACT

Contracts are available for eligible students during the Spring, Summer, and Fall semesters. Contracts begin the first day of the semester and end the day before the last day of the semester. Contracts may begin up to 30 days prior to the start of the semester.

NUMBER OF VACANCIES

- Up to fifteen (15). Allotment of available positions change every semester.

APPLICATION OPEN DATE

APPLICATION CLOSE DATE

REQUIRED DOCUMENTS

- Cover letter
- Resume
- DD-214 (not applicable to military dependents)
- VA Form 22-8691 Application for Work-Study Allowance