



#### **JOB QUALIFICATIONS AND EXPECTATIONS:**

- Punctuality and positive energy
- Your high customer service skills and professional communication are not just requirements, but they directly reflect our institution's unwavering commitment to serving students from diverse backgrounds.
- Basic knowledge of veteran culture, including understanding the challenges and experiences unique to veterans, is necessary for this role. Ability to work collaboratively and professionally with De Anza College VRC employees and other student workers
- Ability to follow verbal and written instructions and commitment to handling confidential information with the utmost ethics ensure reliability in the role.
- The ability to communicate effectively with students individually and in groups. Strong presentations skills may be necessary when presenting to groups.
- Maintaining a 2.0 GPA is not just a standard requirement; it reflects your commitment to academic excellence and your ability to balance your studies with your work responsibilities.

#### **JOB DUTIES:**

The VA Work-study will be a highly utilized asset to the De Anza College Veterans Resource Center. The VA Work-study will assist the school certifying official by:

- Assist students via phone, email, and in person.
- Assist with online/in-person events, presentations, and workshops.
- Provide general information regarding veterans' educational benefits.
- Provide support and resources to other veteran students and refer students to different departments on and off-campus resources as appropriate.
- Maintain all veteran-related files confidentially and per all federal, state, and De Anza College regulations.
- Schedule student counseling appointments.
- Assisting with opening and end-of-the-day closing procedures.

#### **ADDITIONAL QUALIFICATIONS DESIRED:**

- Knowledge of on-campus and off-campus veterans' resources
- Knowledge of academic programs, admissions requirements/ enrollment process/ policies/ procedures/ disability services/ timelines, and financial aid programs and making appropriate referrals as needed
- Must be able to work a minimum of four hours per day.
- Must have completed at least one quarter at De Anza College.

#### **WORKSITE DESCRIPTION:**

The VRC at De Anza College is a supportive resource for veterans, reservists, service members, and their dependents. It assists in certifying enrollment for veterans' educational benefits. It liaises with campus resources such as Admissions and Records, Financial Aid, Disabled Students Programs, and other Special Programs, providing a comprehensive support system.

#### VA WORK-STUDY

#### **POSITION DESCRIPTION:**

This position offers a unique opportunity for a veteran student to gain practical insight into the De Anza College enrollment process and related policies. Through training and hands-on experience, VA work-study will become knowledgeable in veterans' educational benefits and provide accurate information to fellow student veterans and their families.

#### **ELIGIBILITY:**

Must be awarded veterans educational benefits under Chapters 31, 33, 35 attending school and certified for veterans educational benefits at least three-quarters time.