



VETERANS WORK-STUDY JOB DESCRIPTION

Veteran work study students work within the Extended Learning department. They provide support to the Veterans Certifying Official, Veterans Coordinator, Veteran Students and/or their dependents by assisting with the following duties:

- Front desk duties; such as, answering phone calls, directing students on campus and over the phone, sending and receiving emails and answering questions to walk-in students
- Assist veteran students with general inquiries about veteran benefits they can receive on and off campus, veteran's activities, FAFSA, directing students to other student support service locations on campus
- Assist and participate in outreach within the community and with on-campus efforts and events
- Collect, compile, and track data in support of the CSUSM EL Veterans Coordinator
- Perform basic data analysis and generate reports
- Maintain and organize the VA work study, work space
- Assist with CSUSM veteran web content
- Conducts other clerical, office duties as required
- Maintaining positive relationships with student support service departments, in order to facilitate services to students receiving veterans' related educational entitlements
- Assist with the development and distribution of accurate and current Veterans Affairs Office publications to relevant constituencies (brochures, flyers, posters and web content)
- Assist with maintaining regulatory, information security and confidentiality compliance in accordance with federal, state and CSUSM guidelines
- Maintain most current information and updates by attending required trainings to support Certifying Official, Veterans Coordinator and Veteran Students

Any interested students may apply by submitting an CSUSM EL Student Work Study Application and a VA Department of Veteran Affairs Work Study Application (VA Form 22-8691). Forms must be submitted to a CSUSM EL (cover letter and resume are optional) to the attention of the current Veteran Coordinator