



C U Y A M A C A
· C O L L E G E ·

VA Work Study

Worksite Description:

The worksite is at the Cuyamaca College Veterans Services Office assisting the VA School Certifying Official. The VSO is tasked to assist with veterans, reservists, service members and their dependents in certifying enrollment for VA educational benefits. The VSO also acts as a liaison with campus resources such as Admissions and Records, Financial Aid, Disable Students Program, other Special Programs, Campus Safety, etc.

Eligibility: Any student who has been awarded VA educational benefits under Chapters 30, 31, 33, 35, 1606 and 1607 and attending school and certified for VA educational benefits at least $\frac{3}{4}$ time is eligible.

Position Description for VA work study:

The VA Work Study will be a highly utilized asset to the Cuyamaca Veterans Services Office. The VA Work study will assist the School Certifying Official by:

- Provide general information regarding VA educational benefits and other campus services.
- Assisting students with general inquiry's about VA educational benefits via phone, email, and in person.
- Maintain and organize veteran related files.
- Assist with maintaining student records confidentiality compliance in accordance to federal, state, and Cuyamaca College regulations.
- Scheduling counseling appointments.
- Assist in maintaining positive relationship with key offices in order to facilitated services to students receiving VA educational benefits.
- Assist in maintaining accurate and current information in related information systems.
- Assist with distribution of accurate and current Veterans Affairs publications.
- Assist with veterans events on campus.

Qualifications Desired:

- Must be enrolled in at least $\frac{3}{4}$ time in a VA approved educational benefit.
- Must be able to work a minimum of 3 hours per day.
- Willingness to adhere strictly to confidentiality policies.
- Ability to navigate the internet and locate information through the execution of search functions and research.
- Strong written and verbal communication skills.
- Willingness to adhere to standards of dress and appearance appropriate for a client-facing, professional office environment.
- Strong customer service skills.
- Ability to work with a diverse population in a courteous and respectful manner.

Interested students may apply by submitting a Cuyamaca College VA Work Study Application and a Department of Veteran Affairs Work Study Application (VA Form 22-8691). Both forms must be submitted with a resume to Debbie Ayers, School Certifying Official, debra.ayers@gcccd.edu or fax (619)-660-4215.