



VETERAN STUDENTS PROGRAMS AND SERVICES

50 PHELAN AVENUE • CLOUD HALL 333 • SAN FRANCISCO, CA 94112 • 415.239.3486 • FAX 415.239.3490

JOB DESCRIPTION FOR VA WORK STUDY IN VETERANS EDUCATIONAL BENEFITS OFFICE

The Veteran Educational Benefits Office is seeking two VA work-study students.

LOCATION: Veterans Educational Benefits Office, Cloud Hall, Room 333

HOURS: Between the hours of 8:00 a.m. and 5:00 p.m. Monday through Thursday, 8:00 a.m. – 2:00 p.m. Friday; Hours depend on each individuals award packet

BASIC FUNCTION: Under the direction of the lead City College of San Francisco (CCSF) Staff, Associate Dean Sunny Clark, in the VA Veterans Educational Benefits Office, the Work Study Student will assist with helping fellow veteran students with questions related to VA educational benefits and with all pertinent college information.

SKILLS:

- Knowledge of VA basic rules and regulations
- Demonstrate knowledge, skills, and ability to work and communicate with diverse community college students
- Proficient in the use of Microsoft Word, Excel, Power Point, etc

DUTIES:

- Answering phones
- Answering VA educational benefits related questions to walk-in students
- Assisting walk-in Veteran students with related Admissions and Records process
- Assist the preparation and processing related to enrollment of VA students
- Assist with filing of documents (paper and electronic) to support the required reports to the VA
- Ensure filing materials are maintained and organized
- Scheduling VA Counseling Appointments
- Provide information about other governmental programs (such as Department of Education benefits) to VA beneficiaries
- Maintain cooperative working relationships with students, CCSF staff and faculty
- Perform other related duties to VA Educational Benefits Office as assigned

APPLICATION PROCEDURE:

To apply please submit the following to Cloud Hall, Room 333 (Attention: Joy Lamboy)

- Completed Application (VA Form 22-8691)
- Completed Student Work Study Agreement (VA Form 22-8692)
- Resume
- Class schedule and availability to work