

DIVISION: Veterans' Resource Center (VRC)/Associated Students

JOB TITLE: VRC Lab Aide Worker/CalWORKS

WAGE/SALARY: \$9.00/hours; 15 hours/week max

DAYS/LOCATION: VRC – Cloud Hall Room 332

Hiring will be based on the Veteran students' availability to work at the VRC during needed times.

OPENINGS: 5

HOW TO APPLY: Follow CCSF **Student Hiring Eligibility Process (SHEP)** (SHEP) on the CCSF website **and** submit resume and statement of interest to Cloud Hall, room 333.

QUALIFICATIONS:

Minimum Qualification:

- Veteran or dependent of the U.S. Armed Forces.
- Currently enrolled at CCSF in at least 7 units.
- ~~•~~ Must be able to attend all staff meetings.
- Must be willing to sign security, privacy, and consequences agreement.

Desirable Qualifications:

- Must demonstrate a basic knowledge of Veteran services/agencies in the SF Bay Area (Training will be provided).
- Must demonstrate a basic knowledge of CCSF services.
- Must maintain a positive attitude and be willing to help any student with a question regardless of Veteran status.
- Must demonstrate ability to write and verbally articulate VRC mission, programs, and services to the public

JOB DESCRIPTION:

- Keep office clean during working hours; answer phones and return messages, provide resources for students, maintain phone and daily logs.
- Manage lounge equipment.
- Participate in calendar planning, assist in day-of event activities.
- Help design fliers and brochures.
- Assist other staff members in keeping the Lounge clean.
- Keep fliers current, keep desk clean and neat, straighten brochure racks and VRC bulletin boards, restock food, drinks, etc.

- Participate in organizing events
- Attend Associated Student Meetings on a rotational basis with other Lab Aids and leaders.
- Must be willing to inform and collaborate with the administrator of the Veteran Student Success Programs and Services
- Perform miscellaneous or other duties assigned by the student coordinator and faculty advisory, or as needed by the VRC.