



VA Work Study at Chabot College

Worksite Description:

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

Position Description for VA work study:

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

- Providing general information regarding Veterans education benefits and campus services.
- Assisting students with general inquires about veteran education benefits via phone, email, and in person.
- Maintain and organize veteran-related files.
- Assist with processing of accurate and timely enrollment certification for all veterans education benefit programs.
- Assist with maintaining student records confidentiality compliance in accordance to federal, state, and Chabot College regulations.
- Assist in maintaining positive relationship with key offices in order to facilitated services to student receiving veterans related education entitlements.
- Assist with reporting of student enrollment information, academic status, tuition/fees, and contact information.
- Assist in maintaining accurate and current information in related information systems (BANNER, VA-Once).
- Assist with development and distribution of accurate and current Veterans Affairs publications.
- Assist with outreach and veterans events on campus.

Qualification Desired:

- Must be enrolled in at least $\frac{3}{4}$ time (9+ Fall/Spring, 4+ Summer) in a VA approved education benefit.
- Have at least 2.8 GPA
- Must be able to work a minimum of 3 hours per day.
- Willingness to adhere strictly to confidentiality policies.
- Proficient in MS Office Suite (Excel, PowerPoint, Word).
- 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 student may apply by sending a cover letter and resume to Rozen Bondoc, School Certifying Official, at rbondoc@chabotcollege.edu or fax (510) 723-7510.