

## **Student Worker – VA Work Study**

### **Sugar Grove, IL**

*VA Work Study*

Varies between campuses

Calling all students who are currently utilizing federal VA education benefits. Submit your application now for Waubensee Community College's new VA Work Study position.

Under the supervision of the Financial Aid Veterans' Coordinator, this position will conduct outreach to veterans and military connected students at Waubensee Community College through a variety of platforms including phone, email, and in-person meetings. The VA Work Study will also assist the Financial Aid Veteran's Coordinator with data entry and campus events for the military community at WCC.

Outgoing students with an attention to detail and a desire to help fellow military connected students will thrive in this position. Here is your chance to earn while you learn.

### **Responsibilities**

Assist in establishing, improving and promoting college services offered to student veterans.

Create, maintain, and distribute a quarterly newsletter for veteran and military connected students that highlights education benefit updates and upcoming events as well as resources that are available at the college and in the surrounding community.

Develop connections with local community veteran organizations and help connect student veterans to this network.

Provide support to veteran specific events on campus.

Monitor the Veteran Certification mailbox and enter the Veteran Enrollment Certification Request (VECR) information into the shared excel spreadsheet.

Make digital records of all VA correspondence including student debt letters and payment rosters.

Participate in the Waubensee Veterans Club/SALUTE Veterans National Honor Society.

Conduct one-on-one outreach with veteran and military connected students.

Perform other duties as may be assigned by the Financial Aid Veterans' Coordinator to support the veteran and military connected student population.

### **Minimum Qualifications**

Enrolled at least three-quarter time (9+ credit hours).

Maintaining a minimum GPA of 2.0.

Utilizing federal VA benefits to pay for educational expenses.

Qualify for education benefits throughout the duration of the work-study contract.

MS Office skills, including Outlook, Word, Excel, and PowerPoint.

Ability to work independently and take initiative with projects and services.

Excellent human relations and communications skills.

Ability to maintain confidentiality.

Good organizational skills.

Please attach the following documents when applying:

1. Cover letter – Yes
2. Resume – Yes

(Additional documents can also be attached)

**Position Details**

Grant Funded: No

Compensation Range: At least Federal minimum wage or state minimum wage, whichever is greater  
Compensation Type: Hourly. Students may choose to get paid in advance for 40% of the hours in their work study agreement, or for 50 hours, whichever is less. After the hours have been worked to cover the first payment, the VA will pay each time 50 hours of service are finished or every other week, whichever comes first.

Work Schedule: Spring Semester - varied hours, will be discussed at time of interview

Work Hours: Average 25 hours per week. Total hours per semester limited by contract.