

## VA Work-Study Job Description

- Assist with the dissemination of general information regarding Veteran benefits and/or services
- Provide assistance to students and parents with general inquiries about Veteran benefits via phone, email, or in person
- Maintain and organize veteran-related files
- Assist with the processing of accurate and timely enrollment certifications for all veterans affairs educational entitlement programs
- Assist with maintaining regulatory, information security and confidentiality compliance in accordance with federal, state and SUNY guidelines
- Assist with providing support and consultation for veterans' related issues on campus (i.e. transition assistance)
- Assist with maintaining positive relationships with key offices in order to facilitate services to students receiving veterans' related educational entitlements
- Assist with maintaining accurate and current information in related information systems (SUNY Fredonia Banner SCT, VAOnce, and Cool Query)
- Assist with the reporting of student enrollment information, due progress, approved programs and tuition/fees, and contact information
- Assist with the development and distribution of accurate and current Veterans Affairs Office publications to relevant constituencies (brochures, flyers, posters and web content)
- Assist with the facilitation of scholarships for students receiving veterans entitlements as needed

Interested students may apply by sending a cover letter and resume' to the attention of the SUNY Fredonia Veterans Affairs Administrator.