

Sam Houston State University Human Resources

Staff Classification Description – Veterans Resource Center Assistant

Skill Category: Tech/Para-Professional
Position (Employee) Class: 4N140 (N1)
Grade: 8
Date: 8/2012

Department: Registrar

Educational & Experience Requirement: Associate degree with two years related experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provide assistance to ensure that students eligible for Veterans Administration (VA) educational benefits are afforded every opportunity to receive their entitlements in a timely and appropriate manner.

Supervision Given & Received: . Receives general supervision from the Veteran Resource Center Coordinator. Follows established practices and policies. Supervisor is usually available; however, duties require the ability to make frequent minor decisions.

Primary Responsibilities: Duties include but are not limited to the following: Certify veteran claims under various federal and state laws for education benefits. Ensure compliance with Veterans Administration, State Approval Agency and rules and regulations for VA students. Assist with counseling veteran students regarding the utilization of their VA educational benefits, initiate certification of enrollment and inform them of program requirements, rules, policies and procedures for certification of VA educational benefits. Assist with the interpretation, verification and application of rules and regulations necessary to certify veteran students for educational benefits offered by the Department of Veterans Affairs in accordance with public law. Assist with monitoring reports for VA benefits eligible students. Act as a liaison with other area veteran services agencies, including both state and federal agencies for the purpose of coordinating activities. Assist with the certification of the enrollment of veterans, dependents, members of the National Guard reserve forces and prisoners of war (POW) and missing in action (MIA) dependents utilizing VA educational entitlements and benefits. Maintain files for state and federal audit, compile statistics for reporting purposes, and attend VA conferences and workshops. Performs other related duties as assigned.

Other Specifications: Demonstrate strong oral, written, interpersonal and team building skills. Express commitment to serve students. Ability to concentrate in quiet and distracting environments. Ability to apply complex regulations to individual situations. Demonstrate knowledge of military organizations, documents and issues affecting veteran students.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.