



Veterans Resource Center VA Work Study Job Description

Veteran work-study students will work within the Veterans Resource Center at Foothill College. They will provide support to the Veterans Certifying Official, Veterans Counselor, Veteran students, Service Members and their dependents by assisting with the following duties:

*Front desk duties; Answering Phones, directing students on campus, over phone and all walk-ins.

*Assist with general inquiries about VA Educational Benefits, VRC Events, FAFSA referrals, and other student support services locations and contacts.

*Assist and Participate in outreach events on and off campus events.

*Collect and Compile data in support of the Veterans Resource Center.

*Maintain and organize VRC center and VRC Plaza insuring open/close duties have been completed daily.

*Assist with VRC website development and MYVRC App.

*Conducts other clerical, office duties as required.

*Maintain positive and professional connections with student support service departments to facilitate services for veterans related educational entitlements.

*Assist with the development and distribution of accurate and current Veterans Affairs Office publications (brochures, flyers, posters, and web content).

*Maintain regulatory confidentiality compliance in accordance with federal, state, and Foothill College policies and guidelines.

*Maintain current knowledge of policies and procedures by attending required trainings to support Certifying Official, Counselor, and Veterans staff.

*Assist with SVA Chapter meetings and events.

*Attend required VA work-study team meetings on a weekly basis.

*Assist with facilitation of Scholarships for veterans, servicemembers, and dependents.

Any interested students using VA educational benefits may apply for VA Work-study by submitting a Foothill College Application along with a VA Work-study application (22-8691). Both forms accessible on Foothill College website: foothill.edu/veterans. Submit forms to contactvrc@fhda.edu attention: Veterans Resource Specialist. We also hire Financial aid work-study student employment. Must be approved for work-study for 2023-2024AY to apply..

*VRC Work-study students are not permitted to drive or operate a vehicle during the performance of their duties, except for those working in a VA facility. 38 U.S.C 3485(a)(4)(D)

*An individual performing Work-Study will only be considered a United States employee for the purposes of benefits under Chapter 81 of Title 5 (Compensation for Work Injuries), and not for the purposes of laws administered by the Office of Personnel Management (OPM).

*As an operating policy, use Work Study students will not, under any circumstances, displace regular employees. M22-4 Part1 Chapter 9 9.02(4)(g)(1)

*A non-VA facility can only use Work Study students for the dissemination of information on VA benefits and services and providing assistance to individuals in obtaining those benefits. Non-VA facilities cannot use Work Study students to do paperwork. M22-4 Part1 Chapter 9 9.02(4)(e)

