



Work Study Job Description Veteran Resource Center Attendant

Location: Veteran Resource Center

Name and Classification of Position: Veteran Resource Center Attendant

Supervisor: Mariah Rozell

Rate of Pay and Expected Hours of Work: \$13.00/hour, 10-29 hours per week*

Employment Dates: July 1, 2022, through June 30, 2023

Eligibility: Must be Federal or State Work Study Eligible. Must be enrolled in 6 credits or more. Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.

Purpose and Role of Job within the College: To assist in function of the Veteran Resource Center by maintaining a set schedule of operating hours for VA students and their families to come ask questions, study, and socialize with other VA students.

Duties and Responsibilities:

- Maintain hours of operation for the Veterans Resource Center
- Help other VA students with questions related to VA Education Benefits, such as: the application process, self-verifying enrollment, different benefit requirements, etc.

Qualifications and Required Skills:

- Must be a VA student and be eligible for work-study
- Must have knowledge of the VA Education Benefits application process
- Easy approachability and public speaking skills
- General computer skills with Microsoft Office Suite

Learning Objectives: Organization and time management while offering insightful customer service.

After checking with the financial aid office for eligibility, interested students should email Mariah Rozell at mariah.rozell@fdltcc.edu with:

- Availability
- Your contact information
- Previous work experience

* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](#) for more information.

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