

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: VETERAN'S AFFAIRS COORDINATOR

PAY GRADE: P-1

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

This position involves performing specialized duties to manage the daily operations of the Veterans Resource Center (VRC) and providing support services to veteran students, such as certifying educational benefits. The person in this role will receive limited direction from their supervisor and check with them for any non-routine assignments. Additionally, they may offer technical or functional guidance to student workers.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: A Bachelor's degree is required. Two years or more working in a financial administration setting may be substituted for the degree requirement.
2. Years of experience in the field: Three (3) years of increasingly responsible experience in financial aid, student services, or Veterans Affairs office in a post-secondary institution. Possess a valid Florida Driver's License.
3. Years of experience in the field: Exceptional communication and organizational skills. Demonstrated ability to work with staff, students, and the general public. Professional and courteous, service-oriented with the ability to follow and provide instructions. Ensure Veteran's Affairs procedures are followed at all times. Attention to detail. Knowledge of the community and its resources. Skill in the use of a computer, preferably Microsoft Office.

Essential Functions:

1. Interprets, explains, and implements policies and procedures regarding admissions, eligibility, and applicable federal and State statutes and guidelines related to veteran educational benefits.
2. Serves as a liaison and resource for veterans' affairs; assists in the planning, development, and implementation of the District's Veterans Educational program designed to encourage the success and retention of veteran students.
3. Provides specialized support services such as assisting veteran students with finding community resources, and counseling services.
4. Provides various information and assistance to students, staff, the public, and outside agencies concerning admissions, veteran benefits, eligibility, registration, transcripts, and student records policies and procedures.

Essential Functions (continued):

5. Ensure eligible veteran students receive basic housing allowances, book stipends, VA work-study opportunities, and related benefits.
6. Plans, coordinates, and implements the campus-based, veteran-focused events, outreach, and related promotions of the county's veterans' educational services; establishes community awareness of the county's applicable services available for VA benefits.
7. Prepares and maintains student records and files for reporting purposes.
8. Distribute forms, petitions, transcript requests, and other forms to students as required.
9. Maintain records and prepare reports.
10. Establish and maintain full confidentiality of information and records of students.

(These essential job functions are not to be construed as a complete statement of all duties)

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- May require moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS

- Works in an indoor and outdoor environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: OCALA CAMPUS, BLDG. 5

SUPERVISOR OF POSITION: DIRECTOR OF FINANCIAL AID AND VETERAN'S SERVICES