

Work Study Job

Job Title:	Veteran Lounge Clerical Aide	Department:	Student Life
Hourly Rate:	\$19.97	Supervisor:	Hip Nguyen

Job Description

Role and Responsibilities

- Assist with general inquiries about general educational benefits.
- Answering phones
- Directing student on campus
- Assist and participate in outreach events on campus.
- Welcome students and visitors to the Veteran Student Center.
- Refer students to campus resources for academic.
- Plan and prepare for programming and events for the campus.
- Be familiar with the resources for student veterans.
- Collaborate with other departments.

Educational Benefits

- Help learn about services that the school offers to students.
- Flexible work schedule to accommodate for schooling.

Preferred Skills

Strong Customer Services Skills

Email and Phone etiquette

Project coordination

Event planning

Research

Applications Accepted By:

Email:

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Subject Line: VA work study

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