

Work Study Job

Job Title:	Veteran Student Center Ambassador	Organization:	Student Life
Hourly Rate:	\$21.30	Supervisor:	Dennis Denman

Job Description

Role and Responsibilities

- Welcome students, employees, and visitors to the Veteran Student Center and provide friendly, professional customer service.
- Assist students with general questions and connect them with appropriate campus offices, services, and resources.
- Develop familiarity with resources available to student veterans and military-connected students.
- Provide general information about veteran educational benefits while referring benefit-specific or advising questions to the appropriate college staff.
- Answer phones, respond to basic email inquiries, and assist with other front-desk responsibilities.
- Maintain a welcoming, organized, and student-ready Veteran Student Center.
- Assist with outreach and promotion of Veteran Student Center programs, services, and events including Veterans Day, Memorial Day, and other Veteran Student Center programs.
- Assist with creating flyers, signs, social media content, and other promotional materials as assigned.
- Collaborate with Student Life staff, student employees, and other campus departments.
- Complete other related duties that support the Veteran Student Center and Student Life.

Educational Benefits

Student employees will have opportunities to develop transferable skills in customer service, communication, teamwork, event planning, project coordination, leadership, and professional workplace practices. The position also provides an opportunity to learn more about college services and resources while contributing to student engagement and belonging.

Preferred Skills

- Dependable, punctual, and able to work independently.
- Comfortable interacting with students from diverse backgrounds and experiences.
- Veteran or military-connected student or Interest in supporting veterans and military-connected students.
- Ability to learn about campus programs, services, and resources.
- Basic computer skills; experience with Microsoft Office or similar applications preferred.

Applications Accepted By:		
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