

COCC Veterans Work Study:
Veterans Peer Advisor & Program Assistant



Posting Type:	Veterans Work-Study for 2022-2023 *Student Veteran Position Only*
Position Title:	Veterans Peer Advisor and Program Assistant
Posting Date:	9/27/2022
Closing Date:	Open until filled for the academic year 2022-23
Length of Position:	Temporary, as needed per term
Anticipated Start Date:	10/17/2022
Position Type:	Non-Benefited Veterans Work-Study Student Position
FTE:	10-25 hours per week
Salary Level:	In compliance with Veterans Work-Study salary guideline
Starting Pay Range	\$13.50/hr
Hours per Week:	As Identified in Award Letter
Work Schedule:	Per Schedule
Days of the Week:	Per Schedule
Is a Criminal History Check required?	Yes
Is a Credit History Check Required?	No
Open Until Filled	Yes

A. Position Description

This position has two primary roles. As a Peer Advisor, the role is to support new student veterans as they transition to college life. COCC's Peer Advisors will be provided training through the [PAVE Program](#). A Peer Advisor will act within an agreed range of confidentiality and will ensure they have the best interest of the student veterans in mind at all times. This will account for ¾ of the work within the position.

A quarter of the job will be as a Program Assistant. The Program Assistant supports various aspects of the Veterans Program and the Veterans Center, including student outreach and staffing of the Veterans Center on the Bend campus.

B. Position Description Duties

Duties will include:

- Supporting student veterans as a PAVE Peer Advisor
 - Coordinating times to call or meet with student veterans to provide informal support to increase awareness of resources
 - Referring student veterans to university, federal, and community resources, as needed
 - Completing all interactions and outreach logs on a regular basis; documenting activities using the online reporting structure
 - Increasing campus awareness of the peer advisor program and the specific needs of student veterans; help recruit and train new Peer Veteran Advisors
 - Helping identify veterans who would benefit from participating in peer mentorship
 - Serving as a campus ambassador for the student veterans program, creating awareness of the program and the issues facing student veterans
 - Holding bi-weekly meetings with Peer Advisors
 - Relaying pertinent information to site supervisor
- Assisting COCC's Veterans Program
 - Maintaining COCC's Veterans Center space
 - Supporting Student Veterans Club
 - Developing content and material for the Veterans Services newsletter
 - Assisting in the maintenance and content development of Veterans Services webpage
 - Planning and supporting educational and social programming for veteran students

Duties may also include:

- Assisting in the compiling, maintenance, and organizing of VA student files, including filing
- VA student correspondence
- VA student campus tours
- Disseminating General VA benefit information
- Staffing student veteran window and veterans center/lounge
- Completing VA student data entry
- Providing additional VA Student Certifying Officials (SCO) support, as needed

C. Essential Responsibilities

- Complete initial online training modules
- Coordinate times to call or meet with student veterans
- Provide informal support to student veterans to increase awareness of the resources available
- Refer student veterans to college, federal, and community resources as needed
- Complete all interaction and outreach logs on a regular basis
- Increase campus awareness of the PAVE program and specific needs of student veterans
- Reach out to student veterans at least one time per month
- Participate in scheduled calls or meetings with other Peer Advisors to share successes and discuss any challenges
- Staff the Veterans Center, providing support as a Peer Advisor

D. Knowledge, Skills and Abilities

Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that they individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Ability to communicate effectively with students, staff, and faculty from diverse backgrounds.
- Ability to manage conflicts within and/or between groups and to work in a team environment.
- Ability to be accurate and detail-oriented.
- Ability to remain flexible and do different tasks on a daily basis.
- Ability to provide consistent and dependable customer service.
- Ability to develop strong working relationships with people from different cultural backgrounds and other aspects of human diversity.
- Ability to use software programs and database systems which include Microsoft Office Suite, email, website editing, basic desktop publishing, and modern office equipment.

D.1. Minimum Qualifications:

1. Must have been awarded and accepted Veterans Work-Study for 2022-2023.
2. Must maintain $\frac{3}{4}$ time student status per Veterans Work-Study requirements.
3. Must be meeting Satisfactory Academic Progress for financial aid.

D.2. Preferred Qualifications:

1. 24 credit hours or more of credits earned at COCC or another college/university.

Terms of Employment:

- This is a part-time (<.50 FTE) Veterans Work Study position
- Must have been awarded and accepted Veterans Work-Study for 2022-2023
- Requires flexible work schedule, which may include evenings and/or weekends.

- Must be meeting Satisfactory Academic Progress for financial aid.
- Upon hire, must pass criminal history; only information relevant to the position will be considered.

Application Process

1. Complete COCC's Veterans Work-Study application and submit it to vetsed@cocc.edu.
2. If you have not done so already, apply for Veterans Work-Study by completing the [VA Form 22-8691](#).
 - a. Once completed, email a copy of the completed form to vetsed@cocc.edu or submit a hard copy to COCC's Certifying Official.
3. Submit COCC's Volunteer background check to vetsed@cocc.edu or to Site Supervisor.
4. Check your COCC email for an update from Veterans Services staff on your application status. If selected, you will be contacted for an interview.

COCC Veterans Work Study Site Supervisors

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