

POSITION DESCRIPTION DUTIES

The Disability Services Liaison workstudy position works within the Center for Disability Access and Resources on the University of Idaho campus to provide support to student veterans, provide cultural competency to staff and personnel, and assist the Director of Military Student Services & Partnerships with initiatives to improve available resources.

- Clerical duties, such as making phone calls, directing student veterans on campus and over the phone, managing email, and responding to student questions.
- Assist the Director of Military Student Services & Partnerships by managing correspondence with university and supporting agencies, compiling and generating reports, and promoting student success.
- Assist student veterans with general inquiries about veteran benefits they can receive on and off campus, veterans' activities, and directing students to other student support service locations on campus.
- Assist and participate in campus orientation and other events to educate student veterans on disability identity, Self-disclosure, accommodations, and related support services.
- Perform basic data analysis and generate reports.
- Maintain and organize workspace, ensuring open / close duties have been completed daily.
- Assist with website and other media communication means.
- Maintain positive relationships with student support service departments to facilitate services to students receiving veterans' related educational entitlements.
- Assist with the development and distribution of accurate and current publications to relevant constituencies (brochures, flyers, posters, and web content).
- Assist with maintaining information security and confidentiality by operating in compliance with federal, state, and school guidelines.
- Attend training to develop knowledge and capability to assist veterans with disabilities.
- Maintain communications with student government, student regent, campus diversity council, faculty senate, veterans' resource center, career services, student veterans' club, Lewiston, Idaho vocational rehabilitation counselor, and the campus SCO, and veterans' advisor.
- Establish contact with disability and veterans' services offices of nearby schools to facilitate transitioning veterans.

REMINDER - Work-study students are forbidden from operating a vehicle during the performance of their duties.

Work-study students are deemed to be employees for the purpose of benefits authorized by title 5, U.S.C., chapter 81 (Compensation for Work Injuries) and the health services provided employees. Work-study students, however, are not considered employees of the United States for the purpose of laws administered by the U.S. Office of Personnel Management.

As an operating policy, use work-study students to supplement the regular work force. Do not replace employees on a continuing basis. Work-study students will not, under any circumstances, displace regular employees.

A non-VA facility can only use work-study students for disseminating information on VA benefits and services and providing assistance to individuals in obtaining these benefits. The non-VA facility cannot use the work-study students to do paperwork.

Fax to 918-781-7868 or 7785 or email to workstudy.vbamus@va.gov