

POSITION DESCRIPTION DUTIES

The Veterans Assistance Work Study Liaison position within the Veterans Assistance Office and Veteran Center on the University of Idaho campus will provide support to student veterans, active military, dependents of veterans, and their families.

- Clerical duties, such as making phone calls, emailing students, staff, or faculty on behalf of the Veterans Assistance Office and the SCO.
- Assist those wanting to use VA benefits with general inquiries about veteran benefits they can receive on and off campus
- Assist those wanting to use VA benefits on the process of applying for those benefits
- Assist with submitting forms needed to verify and certify with the VA
- Assist with certifications
- Respond to students questions via email, over the phone, or on campus
- Assist and participate in campus orientation along with other events. Educating students using VA benefits on the steps and process
- Assist with veterans' activities
- Directing students veterans to student support services located on campus
- Maintain and organize Veteran related files
- Maintain and organize workspace
- Completing task in a timely manner relating to the Veterans Assistance office

*Work Study students are not permitted to drive or operate a vehicle during the performance of their duties, except for those working in a VA facility. 38 U.S.C. 3485(a)(4)(D); Policy Advisory: August 3, 2017.

*An individual performing Work Study will only be considered a United States employee for the purposes of benefits under Chapter 81 of Title 5 (Compensation for Work Injuries), and not for the purposes of laws administered by the Office of Personnel Management (OPM).

*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. M22-4 Part1 Chapter 9 9.02(4)(g)(1)

*A non-VA facility can only use Work Study students for the dissemination of information on VA benefits and services and providing assistance to individuals in obtaining those benefits. Non-VA facilities cannot use Work Study students to do paperwork. M22-4 Part1 Chapter 9 9.02(4)(e)