



## Veterans Academic Advisor

<b>Department:</b> Veterans Services	<b>Effective Date:</b> 3/10/2015
<b>Reports To:</b> Coordinator of Veterans Services	<b>Team:</b> Learning Support
<b>FLSA Status:</b> Exempt	<b>Job Status:</b> Part-time .5
<b>Salary Grade:</b> 12	<b>Job Classification:</b> Administrator

### Position Summary:

This position provides comprehensive academic advising services to current and prospective student veterans and assists student veterans in developing academic goals and educational plans, as well as processing VA educational benefits applications and certifications to help student veterans achieve their goals.

### Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Provide VA educational benefit information to active duty, veterans and dependents regarding: the application process, regulations, deadlines, supporting documents, payment processes, verifications, and eligible programs.
2. Provide admissions advising services to prospective active duty, veteran and dependent students and provide information regarding academic programs and support services.
3. Provide academic advising services, including interpretation of placement tests, interpretation of degree audit and curricular requirements, interpretation of transfer requirements, interpretation of academic policies, and interpretation and application of college academic probation policy.
4. Maintain current knowledge of Department of Veterans' Affairs certification regulations for all VA educational programs.
5. Refer individuals for community services.
6. Ability to work evening and weekends.

### Required Minimum Qualifications:

1. Education: Bachelor's Degree.
2. Experience working with Veterans.

**Desired Qualifications:**

1. Master's degree in Counseling, Student Personnel Services, Psychology, Social Work, Education, or related field.
2. Advising experience in a community college setting working directly with Veterans.
3. Knowledge of G.I. Bill/VA educational benefits.
4. Demonstrated organizational skills; strong interpersonal skills.
5. Working knowledge of computer software programs including word processing, spreadsheets, databases, and the internet. Previous experience in providing transfer or career related advising.

***Note: The College reserves the right to change or reassign job duties or combine positions at any time.***