



Internal Posting Only

Veterans Services Associate / OASIS Coordinator (12 month, tenure track)

POSITION PURPOSE:

The Veterans Services Associate (VSA) will provide advising and retention strategies for veteran students, service members, and their dependents. The VSA will serve as the college's primary School Certifying Official, processing enrollment certifications, notices of change of enrollment, and periodic verification of pursuit of training. The VSA will also oversee the Veteran's Oasis.

MAJOR ACCOUNTABILITIES / ESSENTIAL DUTIES:

Advising and Enrollment Certification:

- Guide veteran students to appropriate resources concerning college admission application processes, available educational benefits for veterans and dependents, and applying for educational benefits online
- Collaborate with Admissions office to ensure academic and military transcripts are accurately submitted and evaluated, credit transfer is verified, and curriculum checks are completed and degree tracks are being followed and are in line with graduation requirements

Program Management and Supervision:

- Oversee and manage the Veterans Oasis.
- Schedule and coordinate various special events and programs for veteran students to enhance their overall college experience and increase retention.
- Promote veterans scholarships and process/review applications with Veterans Advisory Committee and coordinate fundraisers to support program
- Manage application process for VA Work Study program and provide training for and supervision of student and/or graduate intern staff.

Collaborations and Partnerships:

- Coordinate with appropriate college departments for testing, academic advising, financial aid, campus life and student support services and other college departments for the success and retention of veteran students
- Coach College staff on veteran educational policy and procedure and distributes timely updates
- Serve as liaison between QVCC and Veteran community partners
- Represent QVCC at various community veteran and military functions/events as well as College and Career fairs, as appropriate.

Administrative:

- Perform regular in-house compliance reviews of GI Bill records, working closely with Bursar's office to correct/amend enrollment overpayments
- Update and maintain official Veteran Services Student Handbook and College website / catalog pertaining to veteran educational benefits
- Work with IR and other departments to gather institutional and veteran data for reporting to QVCC administration, community partners, and appropriate reporting agencies

PROFESSIONAL PARTICIPATION AND DEVELOPMENT

In addition to the accountabilities listed above, the position is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

These may involve attendance at evening or weekend events.

The incumbent is required to maintain currency in the position's required fields of professional expertise and competencies including required computer skills.

The incumbent is required to maintain complete confidentiality of student records and other materials of a confidential nature.

QUALIFICATIONS

Incumbents are required to have demonstrated advanced knowledge and abilities in the following areas:

- Strong understanding of VA educational benefits, policies, and procedures
- Networking and collaboration with college and community partners
- Information technology literacy skills; Must have experience using Banner system and VA

ONCE.

- Effective oral and written communications.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Bachelor's degree in an appropriately related field together with from one to three years of experience in a related field; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties

SALARY LEVEL: \$53,774 annually, CCP16

APPLICATION DEADLINE: February 19, 2019

APPLICATION PROCEDURE:

E-mail a completed Community College Application -found at <http://qvcc.edu/human-resources/employment-opportunities/> a current résumé, cover letter, and unofficial transcript(s) to:

Stephanie Wilcox, Human Resources Assistant - swilcox@qvcc.edu

PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Quinebaug Valley Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record in its programs or activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Paul Martland, Section 504/ADA Coordinator, , EEO Officer and Title IX Coordinator, pmartland@qvcc.edu , 860-932-4124; Quinebaug Valley Community College, 742 Upper Maple Street, Danielson, CT 06239