VA Work-Study Position Data

The Veterans Affairs School Certifying Official is seeking student workers. If you're a full-time or 3/4-time student in a college degree, vocational, or professional program, you can “earn while you learn” with a VA work-study allowance.

VA will select students for the work-study program based on different factors. Such factors include:

- Ability of the student to complete the work-study contract before the end of his or her eligibility to education benefits
- Job availability within normal commuting distance to the student.
- Veterans with service-connected disabilities of at least 30% may be given priority consideration.

1. Department or Office requesting work-study:  _Veterans Affairs / Financial Aid Office_
2. Position Title: ____Veterans Affairs Work Study__________________
3. Number of positions available:  ____1_____
4. Date/Term student needed:  Summer 2019/Fall 2019___

**Description of duties:**
Assist VA Certifying Official with speaking to veterans and their families. Filing, answering phones, data entry and scanning paperwork into financial aid system.

**Requirements/Skills Required:**
Computer Entry, customer service skills, professional attitude and demeanor. Responding to emails and follow up phone calls.

Must be enrolled and certified for ¾ time or full-time during summer to qualify. This position is limited to students training under: Post 9/11, Montgomery GI Bill (CH. 30), REAP Participants, Dependents Educational Assistance Program (CH. 35), or Vocational Rehabilitation & Employment program (Ch. 31).

**Preferred Availability:**
Weekdays from 8 am – 5 pm (dependent on student’s schedule)


Once an application is submitted, the School Certifying Official will conduct Interviews. Once a position is filled, the job posting will be removed from the website and other job posting areas.