

Requirements:

- Must be an MSU student
- Must be enrolled at least $\frac{3}{4}$ time in each long semester
- Must meet minimum GPA requirements (2.000 for undergrads, 3.000 for grads)
- Must be using federal VA benefits
- Must be available to work 20-25 hours per week (Monday through Friday, 8am-5pm)
- Must be available to work May and December graduation ceremonies
- Must be available to work over the summer even if not enrolled and occasional Saturdays
- Must have reliable transportation to report to work

- Good communication and organizational skills
- Detail oriented
- Able to deal with customers
- Able to keep information secure and confidential
- Basic computer skills

Job Description:

The VA Work Study student assistant position serves MSU veterans and dependents by assisting them in utilizing education benefits. Works closely with School Certifying Officials (SCOs), the Department of Veterans Affairs (VA), and the Texas Veterans Commission (TVC) to assist students, provide basic information about education benefits, and maintain department files according to VA regulations. Below are some typical duties:

- Answer phones and handle front counter traffic
- Provide basic information about Ch. 30, 31, 33, 35, 1606, and Hazlewood
- Monitor and respond to emails
- Communicate with students regarding required background documentation, processing, awarding of benefits, deadline reminders, and upcoming events
- Collect information as needed so SCO can determine benefit eligibility
- Assist students in completing required forms
- Maintain documents in VA student files
- Keep adequate supply of forms available for students
- Add new students to Enrollment Manager
- Print completed certifications from Enrollment Manager for student files
- Assist in preparing Parent Institution Letters for secondary institutions
- Maintain VA student tracking system in Banner and Argos
- Participate in Veterans Affairs events and outreach, including orientation
- Distribute Veteran and Dependent honor cords prior to graduation
- Image and index student files to be stored electronically for easier access
- Assist in preparing and compiling files for VA and TVC audits