POSITION ANNOUNCEMENT

Veterans Affairs Administrative Assistant

Part-Time

General Description

Assisting Veterans to understand eligibility and benefits, demonstrating use of on-line Veteran websites, gathering documentation from Veterans and creating Veteran files. Organizing office work flow and document tracking procedures.

Responsibilities: Customer service position serving as first point of contact for the Veteran Affairs office. Ability to multitask in a fast-pace environment assisting students and potential students through the benefit application process. Responsible for handling front desk traffic flow including: incoming calls, scheduled appointments and walk-ups. Data entry required for all incoming documents. Handles incoming and outgoing mail as well as the main e-mail address for the Veteran Affairs office. Additionally, will train student workers to assist Veterans.

Qualifications

Expected – High school diploma or equivalent. Good oral, written and interpersonal skills; excellent analytical skills, ability to work independently and as part of a team, computer proficiency including intermediate level; MS Office Word and Excel in a network environment and some database experience. The applicant must be able to work effectively under stressful situations and still maintain a cordial and positive demeanor. Must be customer service oriented with the ability to interact positively with Veterans, students, staff and the general public.

Preferred – Veteran, Associate degree, customer service experience and some proficiency with data management systems.

Application Closing: Until Filled Employment Date: To be determined

Salary: $10.00 per hour

IMPORTANT NOTE TO ALL APPLICANTS: Applications are not considered complete until all required documents have been submitted. If the position for which you are applying requires a degree, certification or license, you MUST include a copy of your qualifying transcripts, certification or license in order to be considered. If your degree is from a country other than the United States, you must also include an evaluation from a NACES member evaluation agency indicating the U.S. equivalency of your degree. In addition to a Grayson College application the following must be provided:

- Resume
- Transcripts of all college work (Copies should only be submitted at time of application. Official transcripts will be required prior to job offer)
- Certification
- A list of Three (3) professional references.

This is a security sensitive position. For position information contact: Human Resources Department, Grayson College, 6101 Grayson Drive, Denison, TX 75020 or e-mail jobs@grayson.edu. For questions, please call (903) 463-8770.

GRAYSON COLLEGE IS AN EQUAL OPPORTUNITY INSTITUTION PROVIDING EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES ON THE BASIS OF MERIT AND WITHOUT DISCRIMINATION BECAUSE OF RACE, CREED, COLOR, RELIGION, GENDER, AGE, NATIONAL ORIGIN, OR DISABILITY.

ADA/Section 504 and Title IX Coordinator, Director of Human Resources, 6101 Grayson Drive, Denison, TX 75020-(903) 415-2624.