

## VETERAN AFFAIRS OFFICE

<b>POSITION:</b>	Veteran Affairs - Work Study	<b>FWS SUPERVISOR:</b>	Johnathon Siebuhr
<b>DIVISION:</b>	Student Services	<b>PHONE NUMBER:</b>	903-415-2615
<b>DEPARTMENT:</b>	Office fice of Financial Aid and Veteran Affai	<b>DIRECTOR:</b>	Stephanie Martin
<b>BUILDING:</b>	Student Life Center - Bridge	<b>VICE PRESIDENT/DEAN:</b>	Dr. Molly Harris
<b>CAMPUS or ADDRESS:</b>	Main Campus	<b>RATE OF PAY:</b>	\$11.00 hr
		<b>HOURS per WEEK:</b>	19
		(19 hr. Max)	

**HOURS PREFERRED:** Flexible until 5:00 p.m.

**JOB DUTIES:**

- Sort and file paperwork for student records
- Assist director and other staff with miscellaneous projects
- Pick up and sort mail from mailroom daily
- Copy documents as needed
- Type miscellaneous documents
- Monitor Hub and ensure clean and well kept environment
- Assist students in signing into the Hub
- Stock Hub

**SOFTWARE:** Microsoft Word  
Microsoft Excel

**SKILLS:** Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, excellent communication skills, professional & friendly attitude

**SPECIAL NEEDS:**

**INFORMATION:** To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with the student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

There is no formal evaluation procedure, however, worker studies are expected to:  
Follow all GC Standards of Conduct as found in the Employee handbook  
Demonstrate the Viking Values - balance, clarity, gratitude, service, teamwork & trust  
Comply with all state and federal laws and regulations related to higher education  
Maintain the confidentiality of student information and other private records  
Maintains a professional appearance and professional demeanor.  
Failure to do so will result in disciplinary action as outlined in the employee handbook