

Columbus State Community College Position

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name

Employee Last Name

Employee ID Number

InterimId (Colleague ID)

Position Title

Classification Title

Specialist

Class Code

011

Competencies

Position Details

InterimId (Colleague ID)

Position Title

Specialist (Veteran's Services)

Hire Date:

Probationary Period:

Full-Time/Part-Time:

Full-Time

Location:

Columbus Campus

Employment Status:

Board Approved

Employment Type:

Staff

Bargaining/Non-Bargaining Unit

Non-Bargaining Unit

FLSA Status

Nonexempt

Non Bargaining Unit Salary Table:

PARA Band

FOP Salary Table:

Teamsters Salary Table:

CSEA Salary Table:


Adoption Date:

05/01/2009

Reports To (list supervisor's title):

Supervisor [Veteran Services]

Supervisor's PCN:	
Division:	Student Life
Department	Military & Veteran's Services
Functional Area:	Veteran's Services
PCN:	
Distinguishing Job Characteristics	Provides customer service to students and prospective students with eligibility for VA Educational Benefits. Responds to telephone calls and e-mails to answer routine questions. Counsels students in person, via telephone and e-mail regarding requirements and benefits of VA educational programs. Collects documents related to Veteran's Educational Benefits. Examines documents for completeness and accuracy. Processes VA Certifications through VAOnce website.
Essential Duties & Responsibilities:	<p>To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons covered by the Americans with Disabilities Act, in accordance with its requirements.</p> <ol style="list-style-type: none"> 1. Monitors student class schedules and attendance. Adjusts VA certifications as necessary. 2. Provides basic counseling services to VA students during peak periods each quarter. 3. Enters and adjusts information on VAOnce website to certify and adjust student VA Educational Benefits. 4. Enters and reviews information in Datatel Colleague to determine student's enrollment status and eligibility for VA Educational Benefits. 5. Keeps accurate records. Completes and maintains required information including VA forms, DD-214's, degree audit reports. 6. Maintains confidentiality of student records and other information 7. Works assigned schedule, exhibits regular and predictable attendance, and works overtime as required to meet workload demands.
Other Duties & Responsibilities:	
Working Conditions:	Normal office working conditions.
	The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the College, employee and/or applicant identify where reasonable accommodations may need to be considered.

Usual Physical Demands:	While performing duties of this job, the employee regularly exhibits digital dexterity when entering data into computer. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when focusing on a computer screen. The employee occasionally lifts or exerts force of up to 25 pounds when moving files, boxes and other materials.
Required education/experience:	An appropriate combination of education, training, course work, and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Minimum qualifications for this position are: Associate's Degree in a closely related field, with 1 to 3 years progressively responsible experience in student financial aid or veteran's educational benefits.
Knowledge, Skills, & Abilities:	<p>Knowledge of veteran's educational benefits rules and regulations, computer software, programs and applications; standard office practices and procedures within areas of specialization.</p> <p>Ability to: develop and maintain effective working relationships with associates, supervisors, job contracts and general public; exhibit flexibility in work schedule and job tasks; exhibit a pleasant telephone manner; work independently demonstrating initiative; maintain accurate and complete work records; maintain confidential and sensitive information; work effectively with persons of varying cultures and diversity.</p> <p>Skill in: verbal and written communications; customer service; application of job software programs including word processing and spreadsheets; performing mathematical calculations including decimals, percentages and fractions; general typing; filing documents in alphabetical, numerical, chronological and subject order; operation of general office equipment; general clerical practices within areas of specialization.</p>
Licensure or Certification Requirements:	
Responsible Hiring Manager (include all departmental HMs and contacts accessing this position):	
Recommended Salary	
Start Date	
Job Duties	
No Records Found	

Date

Signature of Supervisor