

Veterans Resource Specialist
Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=256206>

Downloaded On: Apr. 24, 2025 11:48pm

Posted Apr. 24, 2025, set to expire Aug. 21, 2025

Job Title	Veterans Resource Specialist
Department	Student Services
Institution	Copper Mountain College Joshua Tree, California
Date Posted	Apr. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

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Veterans Resource Specialist

Salary: \$4,565.76 - \$6,900.84 Monthly

Job Type: Full-Time

Department: Student Services

Closing:

Location: Joshua Tree, CA

Job Number: 20250423VRS

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Position Description

Under the direction of the Dean of Student Services, performs the full range of duties associated with certification and processing of student applications for Veterans Administration (VA) educational benefits in accordance with all applicable legal requirements and guidelines; serves as the VA School Certifying Official with responsibility for all compliance activities on behalf of the District; participating in hiring, schedules and oversees the work of VA student workers; plans and implements a variety of on-and-off campus activities and events; serves as liaison for Veterans Services programs with the VA, veterans /military groups, State, County, the District, and students.

This is a 40 hours per week, 12 months per year position.

****BE SURE TO UPLOAD ALL OF THE REQUIRED DOCUMENTS IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED****

Duties and Responsibilities

- Provide both verbal and written information to staff, prospective and current students and general public relating to admissions, registration, and other appropriate functions; explain or assist in enrollment and registration procedures and notify students to provide outstanding materials as necessary.
- Provide technical information and assistance regarding financial aid programs and answer questions from staff, students, and public regarding financial aid programs and the process of receiving financial aid.
- Oversee the daily operations of the VRC and Veterans Services.
- Maintain directory of campus and community veteran resources.
- Provide information and assistance to military-affiliated and student veterans in receiving direct student support to available resources. Maintain accurate information on webpage and social media.
- Demonstrate sensitivity to the unique needs of veteran students to create a welcoming atmosphere.
- Performs a variety of technical duties to assure eligible students receive available Veteran benefits and educational services; evaluates military experience in collaboration with counseling faculty and advises student applicants on Veterans educational benefits; explains program regulations and policies; provides verbal and written assistance and information regarding various veteran educational benefit programs, tutorial assistance, work-study benefits, and other

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services as pertains to benefits.

- Monitors and follows up on student progress and enrollment; assures student needs are being met; reviews various documents to assure students meet College course, enrollment, major, degree, unit, certificate, GPA, residency, program, and service requirements.
- May attach/apply evaluated coursework to student record and perform preliminary evaluation on student transcripts in accordance with college procedures and guidance from counselors for associate degree and certificates; verify documents for course acceptance; send correspondence to students regarding documents for transfer credit evaluation; consult with faculty.
- Assists and meets with students applying for various programs, services, and benefits including Veterans and dependents; may process military tuition requests for tuition assistance; refers students to various programs and services; assists students with Cal Vet fee waivers.
- May assist Business Services to distribute and monitor payments to students as directed; follow up with and resolves tuition payment and discrepancy issues; investigate delays and clarification of payments with U.S. Department of Veterans Affairs (VA); determine qualification for tuition assistance for qualified Veterans.
- Serve as a technical resource to students, faculty, staff, and the public regarding Veteran-related educational functions; responds to inquiries and provides detailed and technical information concerning related standards, requirements, practices, policies, and procedures.
- Assists in training and providing work direction to VA Work Study Students involved with intake and processing Veterans' documents; coordinates office activities to assure timely and efficient office operations; schedules work hours and completing time sheets for VA Work Study Students.
- Processes changes in enrollment status for adds, drops, and schedule changes; submits related reports to VA; coordinates concurrent enrollment with other colleges; prepares documentation for "early- outs" through the VA office.
- Verifies educational plans to assure receipt of benefits for applicable course work in collaboration with counseling faculty.
- Advises students regarding eligibility of individual educational plans as they relate to Title 38.
- Prepares for and assist with VA and State audits as directed; reviews student study programs and unit certification to assure compliance with established requirements; coordinate with VA to obtain approval for various benefits and College catalog information as needed.
- Notifies students of VA changes as needed; implements and reports changes in student status and VA services; assists in researching and monitoring proposals affecting funding opportunities.
- Attends various Veterans meetings on and off campus; participates in local and federal workshops and committees as assigned.
- Participates on committees, task forces, and special assignments, and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
- Organize veteran's events on campus and represent the District at community veteran's events.

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- Performs other related duties pertaining to lower or equal classification as assigned within the Admissions and Records department.

Qualifications

Education and Experience:

Any combination of education and experience equivalent to an Associate's degree and two (2) years of increasingly responsible experience in busy customer service oriented environment with emphasis on confidential records and education regulations. Community college experience preferred. Military or Military programs experience desired.

Knowledge of:

Specialized functions, activities and operations of admissions, enrollment and registration; local, state and federal laws including VA Benefits Code of Federal regulations and policies related to veteran benefits, rights and obligations; electronic certification reporting; college degree requirements; transcript evaluation process; state, federal and District rules and regulations related to student residency requirements, general education certification and certificate programs; including applicable Education Code requirements; modern office practices, procedures and equipment; record-keeping techniques; operation of a computer and applicable software including word processing, spreadsheets and email and data entry techniques; oral and written communication skills; interpersonal skills using tact, patience and courtesy; financial record-keeping procedures, methods, practices and terminology.

Ability to:

Complete and maintain annual mandatory Department of Veterans' training compliance. Perform clerical and public contact work in support of the department; assist and advise reservists, veterans and their dependents; learn, interpret and apply the rules and regulations of the VA; interpret and implement procedures from complex text; analyze situations accurately and adopt an effective course of action; operate a computer and assigned software including database management, word processing, spreadsheets and email; communicate effectively both orally and in writing; interact professionally and respectfully with the public and students of diverse backgrounds; maintain records and prepare reports; understand and follow oral and written instructions; learn, interpret and communicate policies, guidelines, regulations and laws to staff, students and public and exchange information; prioritize and schedule work; post and make arithmetic computations and data rapidly and accurately; operate a ten-key calculator; meet schedules and time lines; establish and maintain cooperative and effective working relationships with others; work confidentially with discretion. Ability to

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communicate and provide information to others.

Supplemental Information

- Ability to read computer screens and handwritten and printed documents.
- Ability to obtain or replace files and records.
- Ability to sit or stand for long periods of time.
- Ability to communicate in person or by telephone.
- Ability to use a variety of office equipment, computer keyboards and manipulate paper.
- Ability to lift supplies and materials up to 15 pounds.

Required Attachments:

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.
2. College transcripts from an accredited college or university if education is a requirement of the position (student copies are acceptable for application purposes but official transcripts will be required if hired).
3. A cover letter.

Tentative Timeline:

First consideration will be given to candidates who apply by **May 14, 2025**. Applications will be accepted until the job posting is removed.

Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.

*All dates are subject to change based on availability

Equal Opportunity Statement

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct.



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Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/4915421/veterans-resource-specialist>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Student Services
Copper Mountain College

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