

Project Specialist (Veterans Services)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258119>

Downloaded On: Jul. 30, 2025 7:07am

Posted Jun. 10, 2025, set to expire Jan. 28, 2026

Job Title Project Specialist (Veterans Services)

Department SC - Enrollment Services

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Jun. 10, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4969077/project-specialist-veterans-services>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

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- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

Project Specialist (SC – Veterans Office)

Short-Term

Non-Bargaining Unit

Summary Description:

The Project Specialist will support a variety of specialized assignments within the Veterans Office at Saddleback College. The ideal candidate will possess extensive knowledge of federal and state veterans' education benefit programs and experience working with the Department of

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Veterans Affairs (VA), Department of Defense (DoD), and related state agencies. This role focuses on improving internal compliance procedures, enhancing student engagement, and supporting the administration of veteran-specific services during the summer term.

Representative Duties:

- VA Certification and Compliance:
 - Utilize the VA's Enrollment Manager (EM) to develop and implement reconciliation procedures that ensure timely and accurate student certifications.
 - Coordinate Banner updates and ensure proper student coding in MySite to support compliance and reporting requirements.
- Student Support and Benefit Coordination:
 - Assist veterans and their family members with complex inquiries regarding admissions, residency, registration, and the coordination of VA education benefits alongside programs such as the CalVET Fee Waiver and California College Promise Program.
- Training and Documentation:
 - Update internal training manuals to align with current Banner processes and benefit eligibility for Ch. 31 (Veteran Readiness and Employment), Ch. 33 (Post-9/11 GI Bill®), Ch. 35 (Survivors' and Dependents' Educational Assistance), and CalVET programs.
 - Train and supervise VA work-study students on updated processes to ensure consistent, accurate service delivery.
- Event Planning and Community Engagement:
 - Coordinate and execute VETS Center events by collaborating with campus departments, veteran service organizations, and external partners.
 - Oversee logistics such as scheduling, promotion, resource acquisition, and alignment with Veterans Office objectives.
- Military-Affiliated Student Intake and Tracking:
 - Develop intake procedures for newly identified military-affiliated students.
 - Collect and verify qualifying documents, update student records in MySite – Banner, and upload documentation into Perceptive Content (Imaging System) for audit and compliance tracking.
- DoD Systems Management:
 - Establish procedures to review and update institutional data in the Department of Defense Academic Institution (AI) Portal and Navy College Management Information System (NCMIS).
 - Process and submit military tuition assistance requests, including course and grade reporting via the appropriate DoD systems.
 - Maintain and update college catalog content in the AI Portal to ensure compliance with

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federal military education regulations.

- Perform related duties and other responsibilities as required.

Knowledge of:

- VA educational programs, MySite/Banner systems, and DoD portals.
- Familiarity with military and veteran student populations.

Ability to:

- Demonstrate strong organizational and communication skills.
- Work independently and collaboratively in a dynamic environment.
- Manage multiple tasks, deadlines, and priorities in a dynamic, fast-paced environment.
- Identify and resolve issues related to certifications, student support, and compliance.
- Think creatively to improve processes or address challenges that arise.
- Work with a diverse student population and provide superior customer service to veterans, military families, and other stakeholders.
- Report to work on a regular and consistent basis, as scheduled, to the assigned job.
- Attend and participate in all scheduled staff meetings and trainings.

Preferred Qualifications:

Experience working with VA educational programs, MySite/Banner systems, and DoD portal.

Supplemental Information

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to **25**

Employment Conditions and Information:

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed

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160 days and 960 hours per fiscal year (July 1st through June 30th). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

NBU employees are limited to working in a single position for a single department and site (assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 15th of the first month to the 14th of the second month. NBU employees are paid on the 10th of the third month.

Example: For the following reporting period: September 15th through October 14th, the NBU employee will be paid on November 10th.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.

Notice to all Candidates for Employment:

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The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national

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origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and

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policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

Contact

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