

**Manager, Veterans Affairs
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=262347>

Downloaded On: Sep. 11, 2025 4:53pm

Posted Sep. 11, 2025, set to expire Nov. 29, 2025

Job Title Manager, Veterans Affairs
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Sep. 11, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

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Job Description

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Manager, Veterans Affairs

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Manager, Veterans Affairs

Job Description Summary:

To manage and monitor the daily operations of the Veterans Affairs Office; assure compliance with federal, state, and college directives in relation to veteran/dependent U.S. Department of Veterans Affairs (DVA) educational benefits.

Job Description:

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

1) Manages and monitors the daily operations of the Veterans Affairs Office; develops and implements policies and procedures; manages the division budget allocation and grant fund.

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- 2) Supervises, hires, trains, and evaluates the performance of staff, hourly workers, and work study personnel.
- 3) Manages the daily flow of direct services to veterans.
- 4) Serves as a liaison for the Veterans Affairs Office with division chairpersons, student services counselors, and administrative personnel; provides assistance in resolving problems in relation to veteran student issues.
- 5) Monitors compliance with federal and state regulations; prepares and submits reports to the appropriate federal and state entities.
- 6) Verifies student enrollments, certifies eligibility status, and counsels students.
- 7) Coordinates the necessary actions with the DVA Regional Office to facilitate the enrollment of disabled veterans under the Vocational Rehabilitation Program.
- 8) Coordinates the process for clearing students in overpayment status with DVA.
- 9) Provides academic advising to Veteran students who are eligible to receive DVA Educational Benefits, and ensures compliance with unique DVA policies and requirements.
- 10) Coordinates information with the Texas Success Initiative (TSI) Director and Parallel Studies Division chairs to determine student status and courses required.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- U.S. Department of Veterans Affairs (DVA) Educational Benefits.
- Federal and state regulations pertaining to educational benefits.
- Enrollment processes for disabled veterans under the Vocational Rehabilitation Program.
- Processes for providing academic advising to veteran students.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.

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- Managing the flow of educational services to veterans.
- Monitoring compliance with federal and state veterans educational benefits regulations.
- Verifying student enrollments, certifying eligibility status, and counseling students.
- Advising veteran students regarding available educational benefits.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.
- Familiarity with VA ONCE software and Tungsten software.

Required Work Experience

- Three years related work experience including one year supervisory experience.
- Completion of the ACC Supervisor Certificate Series Program will satisfy the supervisory experience required for this position.

Required Education

- Bachelor's degree.

Physical Requirements

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

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Safety

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.

Salary Range

\$63,475 - \$79,343

Number of Openings:

1

Job Posting Close Date:

September 23, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

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To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/Manager--Veterans-Affairs_R-8254

Contact Information

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

Contact

Staff

Austin Community College

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