

**Graduate Assistant – Office of Student Financial Aid & Veterans Affairs**  
**20-Hour Graduate Assistantship Position**  
**Position Classification: GAA**

**General Description**

The Graduate Assistant will be responsible for counseling students concerning their eligibility for various Veterans Affairs' educational benefits and interpreting federal, state and University regulations. The Graduate Assistant will also be responsible for completing the certification process for main campus and Ft Campbell Center VA students and conducting outreach and recruitment activities for potential APSU VA students, and dissemination of information to academic advisors and other departments.

**Primary Duties and Responsibilities**

- Counseling both VA education benefit applicants and recipients
- Disseminate information regarding the application process for VA education benefits to potential new students and current students
- Participate in guiding incoming VA students transitioning to college
- Screen and submit VA applications for education benefits
- Monitor academic records for compliance with VA rules and regulations
- Assist the Counselor in submitting VA inquiries and follow-up notifications to students
- Assist the Counselor in conducting VA programs designed to offer training to academic advisors regarding VA guidelines and requirements as related to VA and academic issues
- Conduct outreach and recruitment activities for VA students
- Assist the Counselor in preparing reports and documents for continuing eligibility with the State Approving Agency and the U.S. Department of Veterans Affairs
- Serve as liaison for VA students with the U.S. Department of Veterans Affairs and VA Vocational Rehabilitation
- Perform liaison work between VA students and other University administrative departments as well as the University's business office, ROTC, Veterans Upward Bound, Military Student Center, and the APSU's Veterans Service Organization
- Maintain an up-to-date understanding of federal, state and University regulations assuring the University's compliance
- Attend training sessions, workshops and serve on committees as needed

**Essential Functions**

- Ability to efficiently operate a personal computer and associated software
- Ability to communicate effectively and appropriately
- Ability to maintain confidentiality of records and information
- Ability to evaluate situations and make decisions
- Ability to interact in an effective and appropriate manner with diverse populations, the University community, federal and state officials, and the public
- Ability to maintain files accurately, in paper and in software programs
- Ability to handle multiple tasks simultaneously
- Ability to detect and correct grammatical and spelling errors in written correspondence
- Ability to interpret and implement federal, state and University policies and procedures regarding VA education benefits for enrollment certification and processing

## **Qualifications**

- Full-time graduate student accepted into an APSU graduate program with interest in working with diverse populations.
- Application and approval on file with College of Graduate Studies.