



*Department of Veteran Affairs
Readjustment Counseling Service
Billings Vet Center
2795 Enterprise Avenue, Suite 1
Billings, MT 59102
406-657-6071*



VA WORK-STUDY FOR STUDENT VETERANS

GENERAL DESCRIPTION

Vet Center Office & Veteran Outreach Assistant position—this position requires multi-task duties including: helping with walk-in clients, answering phones, helping with appointments, shredding documents, running the copy machine, regulating the phone use for clients, helping with office projects, assisting with the VA homeless clients, assisting in opening and closing the office, helping the Vet Center Office Manager with organization of the office. Assist with support group set-up and clean-up.

Assist with Veteran Outreach activities such as: the Billings Stand-Downs, distributing information and flyers, help with special direct outreach activities in the community and on college campuses. Provide information or other governmental programs determined to be beneficial to veterans.

SUPERVISORY CONTROLS

The Work Study performs duties under the supervision of the Vet Center Office Manager.

QUALIFICATIONS

Meet the qualification standard for the Work-Study Program as outlined under VA Work-Study Eligibility Requirements in the VA Work-Study Guide for Student Veterans.

CUSTOMER SERVICE REQUIREMENTS

Has an ability to communicate with clients and visitors in a courteous and professional manner.

THE INCUMBENT PERFORMS OTHER DUTIES AS ASSIGNED

Hours of Operation: Monday through Friday 7:00 am to 5:30 pm

First Saturday of the Month 7:00 am to 3:30 pm

Print Work Study Student Name

Work Study Student Signature

Date