JOB DESCRIPTION: Certifying Official for the Veteran Services Center

WAGE RATE: $7.25 per hour – tax free

SUPERVISOR: School Certifying Official/Coordinator, Veteran Services Center

JOB FUNCTION: Responsible for maintaining Veteran Services textbook lending library.

HOURS: 8:00am-6:00pm, Monday through Thursday, Fridays 8:00am-5:00pm – based around your school schedule.

DUTIES AND RESPONSIBILITIES:
1. Verifying accuracy of preparation of declaration.
2. Perform degree audit on individual students to verify VA regulations are adhered to.
3. Submitting accurate enrollment verifications to the VA – to include tuition and fees for certain students.
5. Communicate with students effectively, and in a timely manner, if modification to current study plan is required.

MINIMUM QUALIFICATIONS:
- All student employees must be enrolled at least ¾ time using VA educational benefits each semester during the academic term.
- Must have and maintain a cumulative 2.25 GPA or higher.
- Ability to compute and input data into VA online system with high accuracy.
- Strong typing and word processing skills required, including basic Microsoft Office application skills (Excel, Word).

PREFERRED QUALIFICATIONS:
1. Ability to understand and follow basic instructions and guidelines.
2. Ability to use and apply basic computational skills to record, balance and check results for accuracy.
3. Ability to understand, retain, and apply oral and/or written instructions, as well as communicate routine and factual information.
4. Ability to complete routine forms.
5. Ability to organize thoughts and ideas into understandable communications with good writing and editing skills.
6. Ability to understand complex problems and to collaborate and explore alternative solutions.
7. Ability to apply good professional judgment in performing duties.
8. Ability to make decisions, which may have moderate impact on students.

TO APPLY:
Complete the application attached to this job posting and submit it along with your resume and cover letter. You may submit your application packet in person to the Veteran Services Office or email it to VeteranServices@boisestate.edu. Application review will begin immediately. Please call (208) 426-3744 with questions.