Position: Federal Work Study

Department: VMX

Supervisor: Ilene Cohen

Pay Range: $8.05 (current minimum wage)

Description:

- Student will assist in establishing as well as the daily operation of the Veterans and Military Exchange (VMX). Students are required to adhere to the Confidentiality Agreement, and attend FERPA and educational services training prior to beginning duties. Students will put veterans and dependents in contact with the appropriate campus and community service providers. Students are expected to dress appropriately with the prescribed uniform when working in the VMX.

Duties to assist Veterans:

- Answering the phone at the VMX
- Taking messages
- Scheduling appointments for veterans seeking educational services
- Maintaining forms, media and copies in the VMX
- Assisting veteran students and directing them to the appropriate service providers
- Serve as an information resource for available veterans services
- Various duties related to veteran and military services as assigned

Responsibilities:

- The Veteran Student Assistant must maintain and respect confidentiality of student information maintained within the university
- Be dependable and honest
- Act in a professional and respectful manner to all those seeking service
- Liaise effectively with campus and community veteran and educational service providers
- Perform duties only related to serving veteran and military students

Requirements:

- Must be enrolled as a full time student at the University of Montana Western