

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

NYFA ON CAMPUS JOB POSTING

Position: VA Work Study

Department: Veterans Services

Reports to: Director of Veterans Services

Deadline to Apply: 2/22/2016

Effective Date: 2/29/2016

Supervises: N/A

THIS IS A FEDERAL VA WORK STUDY POSITION.

POSITION SUMMARY:

The job of the VA work study student will be to provide assistance to NYFA veteran students. Acceptable activities include, but are not limited to: assisting with dissemination of general information regarding veteran benefits and/or services, provide assistance to veteran students with general inquiries about veteran benefits via phone, email, or in person, maintaining and organizing veteran-related files. The Department of Veterans Affairs is responsible for paying the VA work study student. For more information on the VA work study information and eligibility please click [here](#).

REPRESENTATIVE RESPONSIBILITIES:

The following responsibilities are general duties that a particular employee in this position may or may not be required to perform. The day-to-day duties required of this position may vary.

- Provide general information about veterans benefits to NYFA veterans;
- Provide assistance to veterans when applying for GI bill benefits;
- Assist in organizing veterans benefits briefings for NYFA veterans;
- Assist the Veterans Office in the preparation of VA certifications.

KNOWLEDGE AND COMPETENCIES:

- Excellent written and verbal communication skills.
- Strong interpersonal skills to communicate with prospective students & students.
- Ability to effectively communicate.
- Ability to collaborate as a member of a team.

EXPERIENCE, EDUCATION, CERTIFICATION:

- Pursuing a Bachelor's degree preferred.
- Must be a Fulltime Student.

REPRESENTATIVE MACHINES, TOOLS, EQUIPMENT AND/OR SOFTWARE USED:

- Google Docs, Excel, Word, FileMaker Pro

ENVIRONMENTAL/ATMOSPHERIC WORKING CONDITIONS:

The following environmental / Atmospheric working conditions are commonly, but not always, associated with the performance of this position. The actual working conditions will vary.

- Office Environment.