



Office of Human Resources & Employee Relations
ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION:	Program Coordinator, Veterans (Student Life & Services)	Full time, 12 months
	Monday – Thursday: 7:30am – 5:00pm Fridays: 7:30am – 11:30am (Hours not to exceed 40 hrs per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)	
SALARY:	Range 20, \$4,429.25/mo. + benefits)	
DEADLINE:	July 3, 2018	
START DATE:	TBD	

BASIC FUNCTION:

Under the direction of the Dean of Student Life & Services, coordinates the Veterans Program; serves as liaison between veterans, Department of Veteran Affairs and the College's academic divisions, counseling departments and administrative offices to assure special needs of veterans are met; acting College certifying official to the Department of Veteran Affairs of data required for eligible veterans and their dependents to receive their educational benefit; provides advisory and other services for veterans; performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Coordinates activities of the Veterans Office; interprets regulations; interviews and advises veterans of College and VA procedures and resources. (E)
- Assures an appropriate atmosphere exists for contact with potential students; assists veteran and their dependents with as many aspects as possible of school enrollment, evaluation and certification of courses; reinforces the student's desire to achieve an educational objective by assisting, advising, preparing and processing of required applications and plans. (E)
- Assures students have appointments to register and have completed assessment tests; requests transcripts, provides original VA required documents, stamps and certifies true copies and return originals to students. (E)
- Collects data from veteran students during registration to reflect course for each veteran. (E)
- Interview new, returning and transfer students; determines eligibility; ascertain career objectives; assures all requirements are met; assist in preparation of application and forms; prepares student files; and advises and assists students in course selection to enhance objective accomplishment. (E)
- Provides counseling assistance to veteran and dependent students attending under veteran benefits; evaluates transcripts and prior training and complete an educational plan to meet students' objectives. (E)
- Collects, types, verifies and sends certification forms and necessary documentation to the DVA; records veteran student grades, post classes added or dropped to individual files and prepares forms to notify DVA of changes. (E)
- Speaks at a variety of community and veteran organizations to inform veterans and their dependents of educational opportunities and entitlements. (E)
- Maintains accurate records and prepares clear, comprehensive reports for State and federal agencies; maintains standards and obligations as set forth in agreements. (E)

Annual Security Report is provided by Antelope Valley College for prospective students and employees.

A copy of this report is available <http://www.avc.edu/administration/police/>

REPRESENTATIVE DUTIES: (Cont)

- Receives visitors; screens telephone calls; screens correspondence; initiates replies to routine correspondence; establishes, maintains and revises the yearly general information forms; orders and maintains supply of forms, applications and office supplies; operate computers data equipment to input, retrieve and maintain a variety of statistical records to prepare required reports. (E)
- Performs other related duties as may be assigned.

KNOWLEDGE OF:

- Federal, State and local laws, programs and services related to Veterans Affairs.
- Interviewing and counseling techniques.
- Community college degree, certificate and certification requirements.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of training and providing work direction.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Interpret, apply and explain applicable federal, State and District laws, rules and regulations related to Veterans Affairs.
- Communicate effectively both orally and in writing.
- Compile and verify data and prepare reports.
- Train and provide work direction to others.
- Answer telephones and greet the public courteously.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE: Any combination equivalent to: Associate's degree and three years of increasingly responsible clerical experience involving some experience in assisting and providing services to veterans.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Clients, other departmental staff, Department of Veteran Affairs, California Bureau for Postsecondary and Vocational Education.

PHYSICAL EFFORT:

- Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.
- Sitting or standing for extended periods of time.
- Moderate lifting and, bending.
- Reaching to retrieve and file records.

WORKING CONDITIONS:

- Office environment.
- Constant interruptions.

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 6:00pm Mon-Thurs and 11:30am on Fridays of the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Classified Application*
2. Cover letter (addressing your interest and qualifications)
3. Résumé
4. Transcripts:
 - a. Submit transcripts of ALL college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
 - b. No copies of degree/diplomas will be accepted as proof of college education.
 - c. Official documents will be required if the candidate is offered the position.

The application must be filled out completely and signed. Do not indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311
Voice/Relay (661)722-6300 ext. 6360

Office hours: Monday-Thursday (7:30am – 6:00pm)
Friday (7:30am – 11:30am)

Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.