

Description of duties:

1. Responding to telephone inquiries from veterans, military personnel, and students applying for/or participating in DVA education benefits programs at West Chester University and tracking contacts in daily log
2. Filing, photocopying and mailing DVA documents and education forms
3. Record and file management of current and previous veterans, dependents using DVA education benefits, active duty, guard and reserve
4. Reviews weekly veteran reports for changes in credit hours and notifies certifying official of revisions
5. Assist veterans with undergraduate/graduate application process and inquiries
6. Provide military and veteran students and dependents with information concerning college programs and services on and off campus, i.e., counseling services, tutoring services, disability services, Chester County Vet Center, Coatesville VA Hospital, etc.
7. Assists with researching community events that might be of interest to our military veteran population on campus and submitting information on each event to student Life for publication
8. Assists with updating and maintenance of the university military and veterans office web site
9. Preparing military and written veteran outreach information (flyers, brochures, newsletters) for distribution both on campus and in the community
10. Provide service with other veteran projects as needed