



## National University Federal Work Study Job Description

	MANAGER		FINANCIAL AID
<b>Name of Position:</b>	FWS Veteran Center Peer Mentor	<b>Desired Start Date:</b>	
<b>Dept. Student will be Employed</b>	Military/Veteran Team	<b>Duration</b> (e.g. July 201x-Jan 201x)	
<b>Location Where Student Will Work</b> (physical address)		<b>Amount of Grant</b>	
<b>Students Supervisor</b>	Karla Payne	<b>Rates of Pay</b>	\$14.00 – per hour Undergraduate \$16.00 – per hour Graduate
<b>Supervisor Contact Information</b> (email, phone)		<b>Approximate Hours Per Week</b>	
<b>PCN</b>		<b>Prepared Date</b>	

**Position Summary:** Please provide the purpose/role of the position within the organization;

The Federal Work Study position is a part-time, student worker opportunity with National University. The Student will provide general support and assistance to their selected department and will work on special projects as assigned and in alignment with the student’s stated interests and career goals

**Essential Functions:** Please provide general duties and responsibilities associated with the position and how they relate to the purpose/role; Volume 6—The Campus-Based Programs, 2017–2018 6–46 FSA HB August 2017 Glossary CFR DCL.

- Performs routine general duties as assigned, including office management, filing/documenting paperwork related to student interactions, and other related duties.
- Manages the incoming data input process and verifies that all information is keyed accurately and in a timely manner.
- Provide daily support to team members
- Provide guidance to Military-Affiliated students regarding VA Educational Benefits and Tuition Assistance
- Provide referrals to NU departments/staff members and community-based veteran organizations that can assist with educational and personal obstacles occurring during the military transition
- Manages and replies to correspondence
- Inputs data in Center tracker and Student Comment System assisting with monthly activity reporting
- Assists with promotion of Center events and programs providing holistic support to military and veteran families
- Conducts classroom visits and attends Center events and other student veteran support activities



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### **Requirements:**

- Must be a current National University student who has completed a current FAFSA
- Ability to work up to 20 hours per week with a varied working schedule
- Active Duty, Veteran or Family member

### **Technical / Functional Skills:** Reference as preferred;

- Knowledge of VA Educational Benefits and Tuition Assistance
- Ability to work non-class evenings and occasional Saturdays as needed
- Excellent written and verbal communication skills
- Strong interpersonal skills
- Proficiency with computers and Microsoft Office software (e.g. Word, Power Point)
- Ability to work independently and also work well with a team of diverse cultures, while working in a fast-paced environment with multiple deadlines and frequently changing priorities

### **Physical Demands / Environment**

Sedentary work. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. The worker is required to have close visual acuity and manual dexterity to perform an activity such as preparing and analyzing data and figures and viewing a computer terminal. The work is performed in an office environment.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

This document is intended to describe the general content and to identify essential functions and requirements for performing this job, and is not an exhaustive statement of duties, responsibilities or requirements. National University (NU) complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential job functions. Employment with National University is “at-will,” meaning that either NU or an employee may terminate the employment relationship at any time with or without cause, notice, reason or justification.