

Job Description:

The Student Assistant to the Military Resource Center and Veterans Benefits Office provides programs and services to veterans, active-duty military, reservists and dependents who are considering attending Bowie State University or who are currently enrolled. The office also serves as the university synchronization point for staff support to all Military, Veteran, Dependents and affiliated members. The office supports students in the transition to college life and helps students build connections to the campus community. These connections will enrich their overall academic experience and assist in navigating life at Bowie State University.

Responsibilities:

- Assists MRC Director in developing a student transition program from military to campus life.
- Assists the MRC Director with the development and maintenance of a comprehensive website and social media pages with information for military and veteran students.
- Assist the MRC Director with providing an on-campus support network for military affiliated students.
- Assist the MRC Director in completing data analysis on how to improve the Military affiliated community at Bowie State University.
- Assist the MRC Director in periodically conducting military and veteran students' needs assessments to determine current issues facing these individuals and plan/revise services accordingly.
- Assist with the preparation and processing of necessary papers and other documents dealing with VA and fulfilling VA reporting requirements.
- Checking enrollment status and helping to verify course load information with the appropriate school official.
- Dissemination of information on VA benefits and services and aiding individuals in obtaining those benefits.

Qualifications:

- Candidate must be a current Bowie State University student eligible to work in the United States of America.
- Potential candidates must possess proficient computer skills (MS Word, Excel, and PowerPoint), have good attention to detail, ability to multitask, and the eagerness to take on new challenges.
- Candidates must possess strong oral and written communication skills, strong interpersonal skills, and the ability to work effectively on a team.
- Candidate must be flexible with assisting the MRC Director on a multi-faceted mission set while being able to complete tasks at times with limited supervision.
- Must be comfortable with lifting objects up to 25 pounds.

Eligibility:

Students: To participate in the Work Study allowance program, the student must be receiving benefits under one of the following education programs:

- Title 38, USC Chapter 30: The Montgomery GI Bill
- Title 38, USC Chapter 31: Veteran Readiness and Employment Service
- Title 38, USC Chapter 32: The Post-Vietnam Era Veterans' Educational Assistance Program (VEAP)
- Title 38, USC Chapter 33: The Post-9/11 GI Bill/Fry Scholarship/STEM Scholarship
- Title 38, USC Chapter 35: Dependents' Educational Assistance Program (DEA)
- Title 10, USC Chapter 1606: The Montgomery GI Bill – Selected Reserve

The student must be enrolled in and pursuing an approved college degree, vocational or professional program of education at a rate of pursuit of $\frac{3}{4}$ training time or greater. For a student under chapter 33, he/she must be enrolled in a rate of pursuit (ROP) of 75% or greater. For the purposes of this chapter, the term $\frac{3}{4}$ training time or greater will also include chapter 33 students enrolled in a ROP of 75% or greater.

Salary: Position is open to VA Work Study students. Salary is The State of Maryland minimum wage.

Interested candidates please send an email to Veterans Benefits and Military Resource Center office at militarybenefits@bowiestate.edu