



HLC Accreditation Evidence

- Job Description: Veteran's Services Coordinator

URL:

Office of Origin:

- Human Resources

Contact(s):

- Director of Human Resources

Barton County Community College

Job Description

*Position Title: Veterans Services Coordinator	Prepared On: 3/31/16
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Department: Testing, Advisement & Career Services (TAC)	*Grade: 9
Reports to: Director of TACs	*Classification: Exempt
Supervises: Student Employees Direct 3 Indirect	Effective Date: 3/31/16
Approved by: SM	Revised Date: 09/22/2021

Role: Responsible for all aspects of VA processes, serving as liaison for VA and all Barton campuses. Assist with the advisement process and with student employment.

Major Duties and Responsibilities:

% of Time	Major Duties and Responsibilities (greatest in importance)	(E) Essential or (N) Nonessential
50%	Advising VA students; providing course certification to VA each cycle/session/semester; reporting student progress to VA; maintenance of financial records and reports as well as ECR forms. Maintain compliance and ensure training/processes are consistent on all Barton campuses.	(E) Essential
15%	Assist the Career Center with services they provide which includes: assisting students with the student employment process; coordination of job fair;	(E) Essential
30%	Carry an advisement load as assigned by Advisement Coordinator and assist TACS department with enrollment and other support as needed.	(E) Essential
		(E) Essential
		(E) Essential
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5	Performs other duties as needed or assigned.	(N) Nonessential

100% (Percent of time must total 100 %.)

Expectations:

1.	Demonstrate commitment to the highest ethical standards of professional practice, as well as personal and professional integrity
2	Deliver exceptional customer service and communication to co-workers, students and the public in accordance with the college mission.
3	Exhibit ability to multitask while completing objectives.

Knowledge and Skills:

*Experience:	Two years to five years of similar or related experience.
*Education:	(1) A two year college degree or (2) Completion of a specialized course of study at a business or trade school or (3) Completion of a specialized and extensive in-house training or apprenticeship program.
*Interpersonal Skills:	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
Other Skills:	

Physical Safety/Working Environment:

*Physical Safety:	The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.
*Working Environment:	<input checked="" type="checkbox"/> Regular exposure to favorable conditions such as those found in a normal office or classroom. <input type="checkbox"/> Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings. Regular exposure to unfavorable environments such as: <input type="checkbox"/> weather <input type="checkbox"/> body fluids

	<ul style="list-style-type: none"><input type="checkbox"/> toxic laboratory<input type="checkbox"/> industrial chemicals<input type="checkbox"/> confined locations<input type="checkbox"/> dirty and noisy locations <p>Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.</p>
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*Information copied from the results of the Compease Salary Administration software.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.