



ANNOUNCEMENT OF POSITION VACANCY **Veteran's Benefits Specialist (Half-Time)**

SUMMARY/RESPONSIBILITIES: Reporting to the Associate Registrar, the Veteran's Benefits Specialist serves as a Veteran's Certifying Official for Colorado Mesa University; is responsible for certifying veteran student benefits and updating veteran student records; participates in veteran outreach events; and assists with the Veterans Administration audit processing. The specialist maintains knowledge of the current functions performed within the Registrar's Office and is available to assume front counter duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Processes VA benefits certifications utilizing electronic databases and online approvals through the appropriate/official IT systems (i.e.VA Once). This includes collaboration with related offices to ensure timely completion of the initial certification process and student updates for course enrollment changes, grade reporting, academic standing issues, and graduation completion, billing issues as necessary and institutional updates to the VA Once system.
- Participates in veterans' orientations and outreach events as necessary, including evening and weekend events.
- Participates in and provides information for internal and external audits.
- Maintains knowledge of current written policies and procedures for assigned areas of responsibility.
- Attends training for procedures, regulations, and services related to this position.
- Assists with training frontline student employees on appropriate Veteran's Affairs guidelines with the goal to improve customer service for veterans.
- Communicates with other departments involved in the VA certifying process to resolve problems and ensure completeness and conformity of student academic records.
- Maintains knowledge of all current functions of the Registrar's office and ensures compliance with established practices.
- Provides backup coverage for office services as assigned by the Associate Registrar and assumes front counter duties as needed.
- Travels to attend annual VA training
- Other related duties may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED EDUCATION, SKILLS AND ABILITIES:

- A Bachelor's degree from an accredited college or university
- Detailed oriented
- Communicates effectively and clearly verbally and in writing
- Interacts diplomatically, professionally and successfully with people at all levels
- Manage multiple priorities and meet deadlines
- Proficiency with Microsoft Word and Excel

PREFERRED:

- Preference will be given to candidates with at least three years U.S. military service who received an honorable discharge or a dependent who has used military benefits.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, and hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TYPE OF APPOINTMENT: Half-time administrative appointment.

SALARY: \$17,000 - \$18,500, commensurate with education and experience.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by June 30, 2017.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts required upon hire), the names, phone numbers and e-mail addresses of three professional references, at least one of whom is a current or previous supervisor, and the following completed forms:

- [Applicant Authorization to permit Search Committee members to review candidate transcript](#)
- [Applicant Disclosure Form](#)
- [Applicant Background Check Authorization Form](#)
- [Voluntary Affirmative Action form](#)

Email to: CMUJobs@coloradomesa.edu. *Please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.*

Or mail to:

Veteran's Benefits Specialist Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.