



## ANNOUNCEMENT OF POSITION OPENING

### CC Educational Assistant Veterans Services Associate

Part Time, 15 hours a week, 12 Month, Special Appointment

**ANTICIPATED STARTING DATE:** September 2019

**MINIMUM QUALIFICATIONS:** Bachelor's degree and one to three years of experience in student services, advisement or other higher education related field. Excellent communication skills; both written and oral presentation skills. Experience using the Banner student system preferred. Experience with Veteran Services strongly preferred. Special consideration given to military veterans.

An understanding of the mission of the community college is essential. In addition, the following core skills are required: demonstrated involvement in support of diversity, demonstrated ability to respond to and work with multiple constituencies, and demonstrated computer literacy.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**RESPONSIBILITIES:** The Veterans Services Associate (VSA) will provide academic advising and retention strategies for veteran students in these academic areas. The VSA will serve as one of the college's School Certifying Officials, processing enrollment certifications, notices of change of enrollment, and periodic verification of pursuit of training. The primary functions of the VSA will be to: 1) Guide veteran students to appropriate resources concerning college admission application processes, available educational benefits for veterans and dependents, and applying for educational benefits online, 2) Review and evaluate academic and military transcripts, verify credit transfer, and provide curriculum checks to ensure degree track, and graduation requirements are aligned, 3) Coordinate with appropriate college departments for testing, academic advising, campus life and student support services and other college departments for the success and retention of veteran students, 4) Coach College staff on veteran educational policy and procedure and distributes timely updates, 5) Serve as liaison between Capital Community College and Veteran community partners, 6) Maintain institutional and veteran data for reporting to administration, community partners, and appropriate reporting agencies, and 7) Represent Capital Community College at various community veteran and military functions/events as appropriate.

**MINIMUM SALARY:** \$26.31 per hour.

**TO APPLY:** Send letter of intent, BOR Employment Application found on the following website:  
<https://www.capitalcc.edu/wp-content/uploads/2016/10/BOR-Employment-Application.pdf>

resume, transcripts and the names of three references to:

Josephine Agnello-Veley, Director, HR and Labor Relations

Capital Community College

950 Main Street, Hartford, CT 06103

Email: CA-HRAplicant@capitalcc.edu

**APPLICATION DEADLINE:** Applications will be accepted on an ongoing basis until filled.

No phone calls; submit only one application either via email or hard copy.

**Capital Community College is an Affirmative Action/Equal Opportunity Employer M/F. Protected group members are strongly encouraged to apply.**

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Josephine Agnello-Veley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 214, Tel. (860) 906-5002.