

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VETERANS AFFAIRS/DSPS TECHNICIAN

BASIC FUNCTION:

Under the direction of the Dean, Student Development, assist veterans and their dependents by advising them of the rights and benefits entitled to them by law; assure that adequate special education programs and referral and counseling services are available to meet veterans' needs and plan and implement the Veterans Outreach Recruitment Program; oversee the activities of the office as assigned. Assist the Disabled Students Programs and Services; serve as the District coordinator for the TTY/TDD service.

REPRESENTATIVE DUTIES:

Process veterans' applications for benefits and other forms; request transcripts, records and other information needed to determine status of applicant; certify veterans with VA for education benefit eligibility; provide orientation to VA policies and procedures. (E)

Monitor academic records for changes in status and report changes of status to VA in a timely manner to preclude college liability; assure veterans/dependents are complying with educational goals compatible with VA federal regulations and assure Yuba College is not in violation of those rules and regulations. (E)

Assist veterans by serving as liaison between veterans and college academic divisions, counseling departments and administrative offices. Monitor accuracy of college catalog and changes in academic programs that impact student's eligibility. (E)

Review, check for accuracy and certify documents submitted to the Veterans Administration on behalf of veteran students; provide VA with required reports on college schedules and procedures. (E)

Issue tuition deferrals; coordinate on-time payment of tuition; provide information to veterans regarding availability of tutorial assistance; monitor reporting of assistance to VA Regional Office; disburse specified payments to veterans maintaining security as necessary; assist veterans by submitting inquiries to VA regarding payment and certification. (E)

Serve as liaison with VA Case Managers to monitor vocational rehabilitation veteran students for program compliance. (E)

Coordinate the VA work-study program by placing eligible students; maintaining records and time sheets; submitting appropriate paperwork to the VA; interviewing, hiring and terminating students as needed. (E)

Provide DSP&S counter coverage to assist new and continuing students with appointments and SARS; answering questions; instructing new students on services offered; referring students to appropriate departments; issuing appropriate forms and applications. (E)

Set up DSP&S student test proctoring appointments; designate testing rooms; enforce policies and procedures; issue test proctoring forms and receive same, checking for accuracy and completion; resolve issues with students and faculty. (E)

Interpret VA and DSP&S codes and related applications. (E)

Prepare and maintain budget records; order supplies; operate a variety of office equipment. (E)

Serve as District coordinator for TTY system.

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Local, State and federal laws including VA Benefits Code of Federal Regulations, and policies related to veteran benefits, rights and obligations.

American with Disabilities Act; Section 508 of the Rehabilitation Act relating to standards that establish a minimum level of accessibility.

Telecommunication for the Deaf equipment, operation and installation.

Electronic certification reporting.

Applicable software and education technology.

Disabled conditions, needs and behavior.

ABILITY TO:

Interpret and apply applicable State and federal laws and regulations and District policies and procedures.

Interpret and apply the rules and regulations of the VA.

Analyze situations accurately and adopt an effective course of action.

Independently assemble data and information.

Maintain accurate records and prepare clear, comprehensive reports.

Operate computer technology equipment.

Establish and maintain cooperative and effective working relationships with others.

Work with confidential/sensitive information with discretion.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Provide a wide range of duties relative to students with disabilities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in business, psychology, social services
or related field and two years of increasingly responsible student services experience or related area involving

contact with the public in an advisory capacity.

ENVIRONMENT:

Office environment.

Frequent interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally to retrieve and store supplies.

HAZARDS:

Potential contact with dissatisfied or abusive individuals.