



## POSITION DESCRIPTION

**TITLE:** Assistant Director, Veterans Affairs      **CATEGORY:** Professional  
**FLSA STATUS:** Exempt      **GRADE:** E

---

**JOB SUMMARY:** Responsible for the day-to-day operation of the Veterans Affairs section within the Student Financial Aid department. Maintain effective control and coordination of all Veteran affairs activities through policies and procedures consistent with those established by the El Paso Community College District Administration as well as federal and state regulatory agencies.

**In-person work on campus is an essential function of this position.**

---

<b>ESSENTIAL FUNCTIONS:</b>	<b>YEARLY PERCENT OF TIME</b>
1. Manage, coordinate, and assess the day-to-day operations of a multi-campus Veterans Affairs program.	20%
2. Review and implement policies regarding Veterans Affairs programs. Ensure compliance with Federal Veterans Affairs regulations and guidelines and ensure staff is knowledgeable in current rules and regulations through staff training and development.	20%
3. Act as liaison between Department of Veterans and internal or external entities to include; Texas Veteran Commission, Active Military, The Texas Higher Education Board, other college and university administrators and internal department representatives.	20%
4. Manage the preparation and submission of all Veterans Affairs reports and program approvals. Represent the department in dealing with internal and external auditors. Work directly with Hazelwood applicants, ensuring proper documentation and processing.	10%
5. Participate in various committees, professional trainings, industry conferences and conventions.	10%
6. Establish and maintain agency and community relationships and networks; participate in Financial Aid/VA outreach activities to include presentations, on and off campus.	10%
7. Responsible for personnel management activities for assigned staff; including orientation, performance appraisal, coaching, and personal/professional development. Participate in the hiring, evaluating, and termination of staff; mentor, assist and train staff on new rules, regulations, procedures and programs.	5%

8. Perform other duties as assigned.

5%

**SUPERVISORY RESPONSIBILITIES:** Direct supervision of staff assigned to functional area.

**ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Bachelor's Degree in a related field.

**EXPERIENCE:** Five (5) years related experience.

**SPECIAL CONDITIONS:**

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

**SPECIAL SKILLS AND ABILITIES:**

**1. Skills/Abilities:**

- Comprehensive knowledge of current Veterans Affairs and State regulations;
- Ability to handle multiple tasks and complete various projects within designated deadlines;
- Excellent leadership and organizational skills with the ability to analyze a broad range of problems and considerable reasoning and judgment in planning and coordination of work.
- Excellent written and verbal communication skills;
- Strong interpersonal skills with faculty, staff and student populations;
- Ability to listen to customers (e.g. students, staff, etc.) and to understand and respond positively to their request

**2. Equipment Used:** Personal Computer, scanning devices and other equipment associated with an office environment.

**3. Software Used:** A variety of spreadsheet, word-processing, database, e-mail, and presentation software.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

<b>POSITION TITLE:</b>	<b>Assistant Director, Veterans Affairs</b>
------------------------	---

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.*

X \_\_\_\_\_  
*Employee Signature* *Date*