



## Military and Veterans Support Services Specialist (PT, Valdosta Moody AFB)

**CAMPUS:** Valdosta Moody AFB

**STATUS:** Part-time

**POSTING TYPE:** Regular Posting

The Military and Veterans Services Specialist will be responsible for providing services to Veterans, active-duty, reservists, spouses and dependents interested in attending Wiregrass Georgia Technical College. The Military and Veterans Services office will provide resources and appropriate outreach to potential and current students to ensure an easy transition from military life to the civilian sector. Responsibilities will include: answering a multi-line phone system; creating a welcoming environment for current students, potential students, external and internal customers; filing and maintaining accurate student records; assisting with Veteran work study students; participation in recruitment activities as needed; collecting incoming documentation; partnering with local agencies which relate to military/Veterans; performs related duties as assigned. The Specialist reports to the Director, Military and Veterans Services.

*Wiregrass Georgia Technical College seeks to recruit, hire, and retain faculty and staff who display a willingness to support students of underrepresented gender and minority groups, as well as students with disabilities. All employees of the college are required to participate fully in the realization of equity in recruitment, enrollment, retention, graduation, and placement of students enrolled or who seek to become enrolled in programs at the college, with a special emphasis on nontraditional program participants.*

**Reasonable Accommodations Statement:** To perform the duties of this position successfully, the incumbent must have the appropriate work experience, hold the appropriate certification and credentials, and be able to perform each key position duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Please contact [humanresources@wiregrass.edu](mailto:humanresources@wiregrass.edu) to request accommodations.

### SUMMARY OF WORKING CONDITIONS

- Equipment Used: Standard office equipment.
- Working Conditions: Category III - No foreseen exposure to hazardous chemicals/pathogens. This is a part-time position, therefore no overtime can be earned. Travel is rarely required.

### MINIMUM QUALIFICATIONS

Associate's Degree or higher required in a course of study related to the occupational field **\*and\*** Three (3) years of related work experience. Excellent verbal and written communication skills with the ability to interact with a diverse group. **\*\*Note: Experience may substitute for the degree on a year-for-year basis.**

### PREFERRED QUALIFICATIONS

In addition to meeting all other minimum qualifications, the highly desired candidate will possess one or more of the following: Must have prior experience working with Veterans. Demonstrated dedication to the college Veteran population is a huge plus. Prior military service is a plus. Knowledge of Veterans benefit programs, private and public resources available for Veterans. Organization skills and leadership abilities for a diverse group. Computer knowledge/utilization of Banner, Navigate, Enrollment Manager, and KMS.

## SALARY/BENEFITS

Salary is \$17.79/hr. This is a part-time, eligible for Teachers Retirement System retirement benefits, working no more than 27 hours per week. No promise of full-time employment exists. No health nor flexible benefits will be provided. *This position is funded in whole or in part by State/Local/Tuition funds.*

## BACKGROUND INVESTIGATIONS

Pursuant to college policy, a thorough background investigation, including a criminal history records check and employment history reference checks will be performed for all candidates offered employment. Other checks such as Motor Vehicle Records may be conducted for any candidate receiving an offer, as well as internal candidates prior to being promoted or transferred into a position with the college. **Other Required Tests: No additional tests are required for this position.**

Should a candidate be chosen for a 2nd interview, references which support prior work history and employment experience will be contacted. Please note that some employers charge a processing fee to complete employment verifications. If a former employer requires payment to complete employment verification forms, this fee must be paid by the candidate. For positions requiring official transcripts, the candidate will be responsible for ordering and payment for these transcripts. Wiregrass is responsible for payments for criminal history searches, MVR searches, credit checks, and other items listed in the required tests portion above.

## APPLICANT INSTRUCTIONS/INFORMATION

**Application Deadline: Thursday, July 25, 2024 or Until Filled**

All application packets MUST be completed via the Online Job Center at <https://www.wiregrass.edu/about/employment>. As a part of the application process, interested candidates may also be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources Office at (229) 333-5356 or [humanresources@wiregrass.edu](mailto:humanresources@wiregrass.edu).

### EQUAL OPPORTUNITY EMPLOYER STATEMENT

As set forth in its student catalog, Wiregrass Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Associate Vice President for Human Resources, Valdosta Campus, Brooks Hall, Room Rm. 548, (229) 333-5356 or [shalonda.sanders@wiregrass.edu](mailto:shalonda.sanders@wiregrass.edu); OR Katrina Royal, Student ADA Section 504 Coordinator (all campuses), Special Populations and Tutoring Services, Valdosta Campus, Berrien Hall, Room 100, (229) 333-2100 ext. 1236 or [katrina.royal@wiregrass.edu](mailto:katrina.royal@wiregrass.edu) \*student ADA student disability claims only. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.