

**WE'RE
HIRING!**

Texas A&M University Central Texas
Ted & Diane Connell Veteran Affairs Center
Veteran Affairs Work Study Position

Return your application, cover letter and resume to va@tamuct.edu or Founders Hall, Suite 221
(Incomplete applications are NOT accepted)

TAMUCT Ted & Diane Connell Veteran Affairs Center work study position information to consider before applying:

- Must be in good academic standing with university and at least 1 year of schooling remaining before degree
- You must be using VA Federal Educational Benefits such as the MGIB (Active Duty or Reserve), Post 9/11 GI Bill, VR&E, or Dependents Education Assistance and enrolled at least $\frac{3}{4}$ time or more, each semester, per VA criteria.
- This position pays minimum wage paid by the VA, \$7.25 per hour. The pay is non-taxable.
- Your work schedule will need to fit in the Ted & Diane Connell Veteran Affairs Center work schedule of Monday – Friday between the hours of 8 am – 5 pm
- The Ted & Diane Connell Veteran Affairs Center needs a commitment of at least 20 hours per week.
- Summer is the VA Centers busiest time. The Ted & Diane Connell Veteran Affairs Center needs a commitment that you will attend summer sessions at $\frac{3}{4}$ time or more each year, and work in the office. In addition to working summers, working in between semesters is also required.
- Most of the position is on the job training
- This position consists of general office duties- answering phones, greeting and assisting customers at the front desk, data entry, imaging, preparation of files for certification, and other duties as assigned.

VA Work-Study Position Initial Application

Name:	Student ID#:
Phone Number:	
Email:	GPA:
Classification:	Degree and Major:
Expected Graduation Date:	
What federal benefit are you using?	
How many remaining months and days do you have?	

List the times you can work between 8:00 am -5:00 pm
Monday:
Tuesday:
Wednesday:
Thursday:
Friday:

1. Do you have office experience? _____ if yes, describe your experience:

2. List any computer programs in which you are proficient. (Microsoft Office-Word, Excel, Access)

3. Have you ever worked on the TAMUCT Campus before? ____ If yes where?

4. Why would you want to work in this office?

I certify that the information provided is true and accurate. I understand that in order for my application to be considered I must provide a complete packet to include a cover letter, resume, and application to the Ted & Diane Connell Veteran Affairs Center.

Thanks for your application!