POSITION SUMMARY
Veteran Peer Leaders (VPL), under the direct supervision of the Veterans Retention Coordinator, will assist veteran students with their transition into the university; provide workshops, presentations, and programming related to veteran student’s needs; as well as provide clerical backup support to all department staff in direct support of the department’s services. In addition, the VPL will serve as a leader in the Student Veterans Organization. The pay for the VPL position is $14/hour with a time commitment of approximately 10-14 hours/week. This is an “at-will” employment position.

NOTE: Due to the COVID-19 pandemic, this position will be held “virtually” until in-person classes resume. Training, job duties/responsibilities, and programming will transpire online until further notice. All employed student leaders need to be available to complete paid virtual training.

DUTIES
● Assist new student veterans in their transition to CSUEB by helping them become familiar with the resources available to them and VA processes and policies
● Assist student veterans with post-deployment transition and reintegration, by providing peer counseling, support, and referrals to campus and community resources
● Advise student veterans about military/veteran educational benefits, assist with applications and claims, and provide referrals to campus and community resources for further assistance
● Maintain social networks, email, and student communication channels for student veterans
● Provide assistance to veteran students with general inquiries about veteran benefits via phone, email, or in person
● Maintain and organize veteran-related files; keep accurate records of work activities
● Assist with maintaining positive relationships with key offices in order to facilitate services to students receiving veterans’ related educational entitlements
● Assist with the development and distribution of accurate and current Veteran Student Services Office publications to relevant constituencies (brochures, flyers, posters and web content)
● Assist with mass mailings to veteran students
● Assist with planning campus-wide events for veteran students
● Serve as a leader for the Student Veteran Organization
● Utilize BayAdvisor and Peer Mentor email for communication with students
● Perform other veteran related duties as assigned

REQUIRED SKILLS, KNOWLEDGE, ABILITIES AND COMPETENCIES
● Current CSUEB student in good academic standing, who has successfully completed at least one semester at East Bay and has a minimum cumulative GPA of 2.75
● Active duty service (current or prior) in the U.S. military and honorable discharge (if separated)
● Knowledge of, and participation in, campus events, activities, organizations, and resources
● Current knowledge of and sensitivity to the issues facing veterans in higher education
● Communication skills to effectively and professionally communicate using tact and diplomacy, with the internal and external campus community
● Skills in making effective presentations and using online technology
● Ability to work effectively as a team, accept feedback constructively, and honor commitments
● Skill in listening actively and appropriately responding to difficult questions

For more information, please contact: Cherie.randolph@csueastbay.edu