The University of Texas at San Antonio

Job Description

Job Title:	Veteran Certifying Official I
Code:	13630
Salary Grade:	57
FLSA Status:	Exempt
Department/Division:	Office of Veteran and Military Affairs/Strategic Enrollment
Reports To:	Based on needs of the department

Summary

Function: To provide professional knowledge and expertise in providing GI Bill Certifications and Hazlewood exemptions for student veterans and military affiliated students.

Scope: Responsible for the decision making process that requires initiative and judgement related to certifications and exemptions that meet the needs of student veterans and military affiliated students.

Duties

Typical:
1. Uses discretion and independent judgement to advise and counsel student veterans and to provide certification and exemption reviews as requested by student veterans and military affiliated students.
2. Processes, reviews and evaluates student requests for GI Bill and Hazlewood exemptions.
3. Images and indexes documents in support of GI Bill and Hazlewood exemptions and informs requests of additional documentation when required.
4. Uses independent judgement in resolving complex required procedures to qualify student veterans requesting certification and reviews for Hazlewood exemptions.
5. Interacts with VA Education administrators and Texas Veterans Commission officials on behalf of students making requests for educational benefits and exemptions of tuition and fees.
6. Assists with gathering information and providing reports to appropriate levels of administration.
7. Interacts with Center for Military Affiliated Students (CMAS) personnel on certifications and exemptions.
8. Performs other duties as assigned.

Periodic:
1. Provides periodic reports as needed to leadership.
2. Attends state and regional meetings and conferences as necessary.
3. Participates in committees as required to provide improved certification and exemption services.

Education

Required	Preferred
Bachelor's Degree from accredited university.	Master's Degree from accredited university.

Other Requirements

Required	Preferred
Effective written and verbal communication skills, multi-tasking skills, flexibility, and the ability to work cooperatively with others in a dynamic environment.	N/A
Ability to work independently as part of a productive team. Work on multiple tasks with numerous interruptions.	
Ability to work with sensitive information and maintain the highest level of confidentiality.	
Knowledge of Student Information Systems, Web based registration systems, and VA and Texas Veterans Commission reporting systems.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
One year of administrative experience in a related student service area.	One year of higher education experience in a student services type office, specifically Veteran Certification or Hazlewood.
Two years as a student employee in Veteran Certification or Hazlewood office areas may substitute for one-year full-time experience.	
At the department's discretion, a Master's Degree may be substitute for required experience.	

Equipment

Required	Possible
Personal computer and standard office equipment	N/A

Working Conditions

Usual	Special
Normal office conditions. Some evening and weekend hours may be required. Occasional travel.	N/A

Supervision

Received	Given
Direct supervision from assigned supervisor.	N/A

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.