

The University of Texas at San Antonio

Job Description

Job Title: Veteran Certifying Official II
Code: 13631
Salary Grade: 58
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 advance skills in the administration and oversight of GI Bill Certifications and Hazlewood exemptions.

Scope: Responsible for decision-making processes involved with preparation and adjustments of GI Bill Certifications and Hazlewood exemptions. Responsible for document imaging of documents in support of GI Bill certification and Hazlewood exemptions.

Duties

Typical:

1. May supervise Veteran Certifying Official I (VCO1) and work-study students. This includes participating in hiring of work-study students and determining work priorities and assigning work to other certifying officials.
2. Serves as primary liaison with other university administrators, student veterans and other certifying officials regarding GI Bill certifications and the determination of Hazlewood exemptions.
3. Uses discretion and independent judgement to advise student veterans concerning their certifications for educational benefits and exemptions.
4. Provides oversight and guidance to other staff members for processing certifications and exemption requests and supporting documents necessary to determine eligibility for benefits.
5. Works with academic advisors and fiscal affairs staff in support of course selections consistent with degree plans and payment of benefits.
6. Uses independent judgement to orchestrate and provide oversight from forms intake through certification and funds reconciliation.
7. Participates in the review and revising of certification process and procedures.
8. Works with the Center for Military Affiliated Students (CMAS) personnel on certifications and exemptions.

9. 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 services.
4. Serves as a mentor as needed.

Education

Required	Preferred
Bachelor's Degree from an accredited university.	Master's Degree from an 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
Two years of enrollment management, student advising/services or related experience; or two years of administrative experience.	Two years of higher education experience serving student veterans and military affiliated.
At the department's discretion, a Master's Degree can substitute for one year of experience.	Two years working in Veteran Certification or Hazlewood offices.

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.	Direct and indirect supervision of assigned staff and/or student workers.

Accuracy

Proficiency in all phases of the duties performed.
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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.
