



Program Specialist 2- Military Services/Outreach

C00140

WHY WORK AT SPSCC?

South Puget Sound Community College embraces the diversity of our changing community and strives to reflect that diversity in our staff, faculty and student body. We cultivate an inclusive environment on campus while ensuring respect for all. Candidates representing all aspects of diversity are encouraged to apply.

MISSION AND VISION

South Puget Sound Community College’s mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region. South Puget Sound Community College supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment. By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

SPSCC OFFERS

A generous benefit package including medical, dental, vision,

Position type:

Full-time Classified, 40 hours per week, overtime eligible permanent position.

Salary:

\$2,925 - \$3,807/month; Range 42

Opens:

May 9, 2017

Closes:

June 2, 2017

Location:

Main Campus; Olympia, WA

South Puget Sound Community College seeks a highly enthusiastic, motivated and qualified individual for the position of Program Specialist 2 in the Military Services Outreach division of Student Services.

The Program Specialist 2 serves as a vital second certifying Veterans education benefit official. This position coordinates program resources and services, acts as military services related liaison and provides consultation to program participants and outside entities regarding the needs of veterans and their dependents. This position also serves as an official representative of the college at JBLM and military related events, cultivating relationships and networks to serve our veterans and their dependents.

A flexible working schedule is required as this position will work 70% on campus and 30% out in the community. Local travel is required to JBLM, Camp Murray and to community related events. Some evenings and weekends may be required.

KEY RESPONSIBILITIES

Certify veterans/dependents educational benefits and provide information and technical assistance regarding Veterans Benefits programs

(80%)

- Assist military related students with information and access to benefits
- Evaluate student’s service for benefit eligibility.
- Utilize VA online systems to certify student eligibility and benefit certifications.
- Work directly with the VA Program Specialist 2 to ensure timely reporting and receipt of Benefit.

Conduct outreach and serve as the college representative on-campus and at various community events, including at JBLM, American Lake, Camp Murray and other off-site locations (20%)

- Research resources for veterans benefits.
- Provide comprehensive lists/access to information for veterans and their dependents.
- Establish strong relationships with partner service agencies.
- Develop presence and responsive relationship with various veterans serving partners.

life insurance, long-term disability, retirement, and optional deferred compensation programs. The position is eligible to participate in the Department of Retirement Systems (DRS) retirement plan. Employees have the option to participate in two tax-deferred retirement investment programs. For health benefit information go to Washington Health Care Authority

COMPENSATION

Your paycheck is just part of your total compensation package, with an employee benefits package worth about 30% of your salary.

VACATION AND SICK LEAVE

Annual leave includes vacation, 11 paid holidays, and 12 days of sick leave. Additional leave may fluctuate as a result of the WFSE union bargaining agreement

EQUAL OPPORTUNITY EMPLOYER

South Puget Sound Community College (SPSCC) is an equal opportunity/Affirmative Action employer and welcomes all qualified applicants. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. South Puget Sound Community College is a drug-free workplace. South Puget Sound Community College employs only U.S. citizens and aliens authorized to work in the United States. New employees must provide proof of identity and employment eligibility.

CONDITIONS OF EMPLOYMENT

- Respond to inquiries, input inquiry card data, and take the lead on coordination of ACAP campus visits & tours.
- Develop print/web materials and social media presence for military population, ensuring content is updated and materials are available to community partners, as needed.
- Create strategic communication plan to improve our contact with and ability to stay connected to veteran/military families.
- Coordinate with the Outreach team to streamline and unify processes for enrollment steps, visits, tours, and appointments.
- Invite community partners to events.
- Assist in planning and running on-campus activities for veterans.

DESIRABLE QUALIFICATIONS

- Bachelor's degree in Counseling, Social Science, Education, Human Resources or related area from an accredited college or university.
- Demonstrated commitment to high-level customer service.
- Experience working with military related populations; experience working with military related programs and benefit.
- Experience creating and facilitating workshops or presentations about military related benefit programs.
- Ability to communicate and present oneself in a professional manner
- Excellent written and verbal communication skills, including good listening skills.
- Ability to work well with others and function as a team member
- Strong organizational skills, ability to work independently and prioritize multiple tasks, work under pressure, meet deadlines and accommodate numerous interruptions while performing multiple tasks.
- Advanced knowledge of computers and software applications, specifically MS Office suite (Word, Outlook, Excel).
- Ability to work effectively with a diverse population of students, faculty, administrators and support staff in accomplishing tasks.

SUPPLEMENTAL QUESTIONS

Your application and these questions will be used to evaluate your qualifications. You must complete these questions to be considered for the position. *Please answer the following questions on a separate sheet of paper. You may type or write your answers but they must be clear and legible.*

1. What interests you in this position and how do you think your prior experiences and interests prepare you for it?
2. Please list the Microsoft Office applications (Word, Excel, Outlook, etc.) in which you have an intermediate to advanced skill level. What other software or database applications have you used?
3. Briefly describe an experience you have had in creating or supporting a diverse and inclusive work environment.

This position is in a union bargaining unit. As a condition of employment, you must within 30 days after appointment (1) become a member of the Washington Federation of State Employees, or (2) pay a representation fee, or (3) pay a non-association fee. Nonpayment of such fee is grounds for dismissal. Any dispute between the employee and the employee organization as to the amount of the representation fee can be resolved only under the procedures provided by the employee organization, not the employer.

Physical Work Environment:

This position will work primarily in an office environment and requires manual dexterity, mobility and a moderate amount of physical effort. The ability to work under pressure, meet deadlines and accommodate numerous interruptions while performing multiple tasks is essential. This position may require moving boxes or equipment weighing up to 30 pounds.

HOW TO APPLY

Interested candidates may apply by submitting the following items:

1. [Completed SPSCC Employment Application](#)
2. Letter of formal application that specifically addresses your ability to perform the responsibilities and competencies described in this announcement
3. Resume of all educational and professional experience that demonstrates how you meet the minimum and any preferred qualifications
4. Completed Supplemental Questions

Send application materials via one of the delivery methods below- email is preferred:

E-mail: jobline@spscc.edu Fax: (360) 596-5706

Mail: Human Resource Office
South Puget Sound Community College
2011 Mottman Road SW
Olympia, WA 98512

Applications received by the closing date may be used to fill similar vacancies which may occur over the next six months.