

PENNSSTATE

VA Work-Study (Information/Application)

Prepared by:
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What is VA work-study?

As a recipient of VA educational benefits, you may be eligible to apply for VA work-study. As a VA work-study recipient, the VA contracts directly with you to provide service to veterans, reservists, and dependents at a VA-approved work site. The Office of Veterans Programs is the only approved site at the University Park campus. Other sites could include VA medical facilities, VA regional offices, Department of Defense facilities, etc. The VA stipulates that hiring preference is given to seriously disabled veterans.

Who is eligible to apply?

To qualify for VA work-study, you must be receiving VA educational benefits under Chapter 30 (Montgomery GI Bill - Active Duty), Chapter 31 (Vocational Rehabilitation), Chapter 32 (Veterans Educational Assistance Program), Chapter 35 (Survivors' and Dependents' Educational Assistance), or Chapter 106 (Montgomery GI Bill - Selected Reserve). In addition, you must be enrolled on at least a 3/4-time basis. Work-study contracts are approved on a semester-by-semester basis. The number of hours you may work is limited to twenty-five hours per week. Most students prefer to work fewer hours per week.

How will I be paid?

The pay is based on the higher of the current federal or state minimum wage rate. Once your contract is approved, a check for the first 50 hours will be issued to you. After you have completed working the initial 50 hours of your contract, each additional 50 hours you complete will be submitted to the VA for the issuance of another check. The checks typically arrive within four to six weeks after submission of the paperwork. It is important for you to understand that you should not rely on VA work-study checks to solve routine cash-flow problems.

When will I work?

The Office of Veterans Programs is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The Reception and Certification Area Assistants schedule their hours within this time frame. The Veterans Outreach Office is open from 8:00 a.m. to 9:00 p.m., Monday through Thursday, and from 8:00 a.m. to 5:00 p.m. on Friday. Outreach Counselors are required to work at least one evening each week.

Where will I work and what will I do?

The Office of Veterans Programs employs VA work-study students in two major areas: the Reception and Certification Area, and the Veterans Outreach Office. These areas are described on the following page.

Reception and Certification Area Assistants

Work-study students employed in this area work primarily at the reception desk. They have both face-to-face and telephone interactions with people contacting our office. People contacting this area of the office are diverse. For example, people with whom you must interact consist of students and their families/significant others, faculty and staff members of the University, and individuals from the VA or from the Department of Defense. The range of presenting questions, problems and issues, and manner of presentation are accordingly very different. You must be prepared to deal with a multiplicity of issues and emotions. You must have excellent communication skills; e.g., you must be able to listen and reflect carefully in order to help people clarify their issues succinctly and accurately.

Once the issue is clarified, you must then decide what the most appropriate response would be in order to help the individual--e.g., whether to take a message for another staff member; to set up an appointment with a staff member; to arrange for an on-the-spot meeting with a staff member; or to refer the individual to a more appropriate University office. Reception and Certification Area Assistants are expected to present a serious, caring, and professional manner, regardless of the type of interaction.

Work-study students in the reception/certification area are required to be familiar with the functional areas within the Office of Veterans Programs (OVP), have a basic knowledge of VA educational benefits, and have a general understanding of other University offices and their areas of responsibilities.

Work-study students in this area also help prepare the paperwork necessary for submission to the VA in order for eligible students to receive their entitled VA educational benefits. This requires experience in typing for accuracy, in the use of a computer, and in proofing for accuracy.

Training is provided and there is always someone available to help the Reception and Certification Area Assistants. The Staff Assistant in the OVP trains and directs the work of the Reception and Certification Area Assistants. Students are responsible to the VA Certifying Official/Counselor.

Veterans Outreach Counselors

The Veterans Outreach Office employs between eight and fourteen VA work-study students. Outreach Counselors provide pre-admission counseling to veterans, reservists, active duty personnel, dependents of disabled or deceased veterans, and even individuals contemplating military service. The Outreach Counselors provide prospective students with information and application materials, as well as assist them in using any veterans' educational benefits they may be entitled to receive. Outreach Counselors provide assistance not only to future Penn Staters (all locations), but to individuals who may have opted to attend other institutions (e.g., other colleges/universities, technical/trade schools, GED/high school diploma preparatory courses).

Outreach Counselors provide general information/application materials in the areas of admission, financial aid, cost of attendance, VA and military educational benefits, housing, choice of major, and choice of college. Most counseling takes place over the telephone, or by correspondence; occasionally, prospective students will stop in to talk to the Outreach Counselors on a face-to-face basis.

Extensive training occurs prior to any contact with prospective students. It usually takes an Outreach Counselor several weeks before he/she is completely comfortable with all the information presented. For this reason, individuals who cannot work at least two consecutive semesters (initially), or those who cannot work at least one evening (6:00 - 9:00 pm) will not be considered for employment in the Veterans Outreach Office.

Well-developed communication skills (verbal and written) are essential. The ability to learn quickly and to retain the information is certainly an asset. Word-processing experience and typing skills are helpful, but not required.

Outreach Counselors are trained and supervised by the Outreach Supervisor and his/her Assistant Supervisor (peers) and are responsible to the Coordinator of Veterans Outreach.

VA WORK-STUDY APPLICATION

Return your completed application to the Office of Veterans Programs, 325 Boucke Building, University Park, PA 16802-5901.

Please complete all of the following questions. If a question is not applicable to you, print or type "N/A" instead of leaving it blank.

NAME: (FIRST, MIDDLE, LAST)	SSN:
LOCAL ADDRESS:	DATES OF SERVICE:
	BRANCH OF SERVICE:
	TYPE OF DISCHARGE:
DO YOU HAVE A DISABILITY RATED AS SERVICE-CONNECTED BY THE VA? IF YES, WHAT IS THE PERCENTAGE AND NATURE OF THE DISABILITY:	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
IN WHAT MAJOR (OR COLLEGE, OR DUS) ARE YOU CURRENTLY ENROLLED?	
WHAT IS YOUR CURRENT SEMESTER STANDING?	WHEN DO YOU EXPECT TO GRADUATE?
HOW MANY CREDITS ARE YOU TAKING THIS SEMESTER?	WHAT IS YOUR CURRENT CUM. G.P.A.?
DURING WHICH SEMESTER DO YOU PLAN TO ENROLL NEXT?	
<input type="checkbox"/> FALL	<input type="checkbox"/> SPRING
<input type="checkbox"/> SUMMER	19_____
HOW MANY HOURS PER WEEK WOULD YOU LIKE TO WORK?	
ARE YOU WILLING TO WORK IN THE EVENING?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
ARE YOU WILLING TO WORK DURING SEMESTER BREAKS/SPRING BREAK?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
ARE YOU WILLING TO WORK DURING FINALS WEEK (SCHEDULE PERMITTING)?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
IN WHICH AREA ARE YOU MOST INTERESTED IN WORKING AND WHY? (IF YOU HAVE NO PARTICULAR PREFERENCE, OR IF YOU WISH TO BE CONSIDERED FOR ANY AREA THAT HAS AN OPENING, WRITE "ANY.")	
IF HIRED, HOW LONG DO YOU ANTICIPATE WORKING HERE? (EXAMPLES: ONLY THIS SEMESTER, FOR THE NEXT THREE SEMESTERS, UNTIL I GRADUATE, EVERY SEMESTER EXCEPT SUMMERS)	
BRIEFLY DESCRIBE YOUR MILITARY EXPERIENCE, AND HOW YOU VIEW IT?	
BRIEFLY DESCRIBE ANY OTHER FULL-TIME EMPLOYMENT EXPERIENCE OR TRAINING WHICH MIGHT BE RELEVANT TO YOUR EMPLOYMENT.	
HAVE YOU EVER HELD A PART-TIME JOB WHILE YOU WERE ENROLLED AS A FULL-TIME STUDENT? IF YES, HOW WELL DO YOU FEEL YOU MANAGED YOUR TIME?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
HOW WOULD YOU JUDGE YOUR COMMUNICATION SKILLS (WRITTEN AND ORAL)? PLEASE ELABORATE.	

WHY HAVE YOU APPLIED FOR A VA WORK-STUDY POSITION IN THE OFFICE OF VETERANS PROGRAMS?

IF THERE ARE NO POSITIONS AVAILABLE FOR THE CURRENT/NEXT SEMESTER, AND YOU WANT YOUR APPLICATION CONSIDERED FOR A SUBSEQUENT SEMESTER, CHECK THE APPROPRIATE BOX. SUMMER FALL SPRING

PLEASE PROVIDE US WITH A PHONE NUMBER AND THE DATES/HOURS YOU WILL BE AVAILABLE AT THAT NUMBER:

PLEASE COMPLETE THE FOLLOWING "SCHEDULE," PROVIDING US WITH THE HOURS YOU WOULD BE AVAILABLE TO WORK. (AN "X" SHOULD BE PLACED IN EACH BLOCK YOU WILL BE AVAILABLE TO WORK.) IF YOU DO NOT KNOW WHEN YOU CAN WORK, LEAVE THIS BLANK.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 9:00 AM					
9:00 - 10:00 AM					
10:00 - 11:00 AM					
11:00 AM - 12:00 PM					
12:00 - 1:00 PM					
1:00 - 2:00 PM					
2:00 - 3:00 PM					
3:00 - 4:00 PM					
4:00 - 5:00 PM					
5:00 - 6:00 PM					
6:00 - 7:00 PM					
7:00 - 8:00 PM					
8:00 - 9:00 PM					

YOUR SIGNATURE: _____

TODAY'S DATE: _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____ RECEIVED BY: _____

CHAPTER: _____ REMAINING ENTITLEMENT: MONTHS _____ DAYS _____ AS OF (DATE): _____

DESTROY AT END OF : FA _____ SP _____ SU _____