



# Job Description

**Department:** Veterans Services

**Position Title:** Veterans Benefit Support Specialist (VBSS): Veterans Oral History Coordinator

**Position Reports to:** Moses Maddox/Patricia Reily

**Time Base:** Minimum 15 hrs./maximum 20hrs

**Send Resume or Questions to:** Mmaddox@csusm.edu

## PURPOSE OF POSITION:

The Veterans Benefit Support Specialist (VBSS) will effectively establish and coordinate a Veterans Oral History Project at CSUSM. The successful applicant will be Veteran, a History major, utilizing VA benefits, and have at least 3 semesters left at CSUSM. Administrative experience and experience of fieldwork in the community is a plus. The VBSS will be responsible for managing all aspects of the oral history project, including recruiting and training volunteers for the project. The VBSS will report to the Veteran's Retention Counselor.

## LIST OF DUTIES FOR EACH MAJOR RESPONSIBILITY:

1. Conduct oral history interviews
2. Develop collaborative projects with other organizations towards conducting off-site oral histories around particular topics
3. Employ best practices in historical methods and oral history methodology
4. Recruit, train, and support a team of volunteers
5. Create and then manage the Oral History Archive, efficiently organizing and storing the collecting oral histories
6. Develop ways to share the collected histories, through pop-up exhibitions, online sharing, and other presentations
7. Publicize the Oral History Project
8. Other duties at the request of the Veteran's Retention Counselor and Veteran's Professional Development Coordinator

## SUPERVISION OF OTHERS:

Direct volunteer management in conjunction with program need and interest.

## REQUIREMENTS OF POSITION:

- Must work a minimum fifteen-hour week. The office will work around your class schedule.
- Must maintain minimum 2.00 GPA.
- Must be enrolled at least ¾ time and utilizing GI Bill Benefits.
- Minimum of a "B" grade in Historical Methods and Writing (History 301)
- Ability to understand processes and procedures, in order to properly disseminate and explain such to prospective and continuing students, faculty, staff, administrators, and visitors Discretion in dealing with confidential data.
- An understanding of [Oral History Association Standards](#)

## List machines, tools, equipment, and motor vehicles used in the performance of the duties

Multi-line telephone, Computer, Copier, Fax, Scan, TDD line.

## Unique working conditions

None

## PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

General Public	Daily
Direct Service to Student Veterans	Daily
CSUSM History Department	Daily
Prospective and Continuing Students	Daily
Faculty and Staff	Daily
Student Veteran Ambassadors/Campus Tours	Daily