



# California State University SAN MARCOS

## Veteran Work Study Job Description

The following is a general list of job responsibilities for the Veteran Work Study position with the Office of Internships for the Spring 2017 Semester:

1. The preparation and processing of necessary documents in the Office of Internships related to Veteran Internships.
2. Tracking/Summarizing/Analyzing/Presenting data regarding Veteran Internships.
3. Outreach to Veteran Students and Community Partners in regard to Veteran Internships.
4. Serve as the liaison to the ESTEP team.
5. Assisting/organizing/attending Veteran related internship events. (ie: Job and Internship Fairs)
6. Creating Social Media content (Linkedin, Twitter, etc...)
7. Other duties as assigned

*Note: You must be utilizing your VA Educational Benefits in order to be eligible for this VA Workstudy Position.*

- If you are interested, please respond back by close of business on Thursday, January 7<sup>th</sup> 2017 with your resume.
- Interviews will be conducted from January 9<sup>th</sup> through January 13<sup>th</sup> with the start date on Monday, January 30<sup>th</sup>.