

Program Administrator-Veteran Affairs Office (Part-Time)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=260516>

Downloaded On: Aug. 5, 2025 1:54pm

Posted Aug. 1, 2025, set to expire Aug. 17, 2025

Job Title	Program Administrator-Veteran Affairs Office (Part-Time)
Department	Veteran Affairs
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Aug. 1, 2025
Application Deadline	08/17/2025
Position Start Date	Available immediately
Job Categories	Classified Staff Part-Time/Temporary Staff
Academic Field(s)	Student Services
Apply Online Here	https://apptrkr.com/6420581
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Job Description

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Program Administrator-Veteran Affairs Office (Part-Time)

Category: Part Time Non-Benefitted

Department: Veteran Affairs

Locations: Worcester, MA

Posted:

Closes: 8/17/2025

Type:

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Part Time

Position ID: 190998

General Statement

The Veteran Affairs Program Administrative provides guidance and assistance to veterans, dependents, and actively serving students with processing state and federal VA education benefits. This includes reviewing student registration and ensuring compliance with individual benefit regulations. The Support Staff also provides step-by-step guidance to new students on how to initiate their state and federal VA benefits, navigate campus requirements, referrals to FAFSA, and the Military Training Transcript for college credit process.

The Veteran Affairs Program Administrative prepares paperwork for each student, each semester, to facilitate the certification of VA benefits by the Director/Certifying Official. They also provide guidance on navigating Blackboard and the Q.

Supervision Received

Reports to the Director of Veteran Affairs.

Duties and Responsibilities

- Assisting the Director in maintaining student records, including billing and fees through VA Enrollment software; Accessing Tungsten global network for Chapter 31 Billing.
- Engaging in continuous online and in-person training and professional development.
- Providing a welcoming environment for student veterans in the Veteran Affairs Office, track walk in numbers, and demographics for annual reporting.
- Answering phone calls and Veteran Affairs emails in an efficient and timely manner.
- Assisting with the guiding students through VA Education benefits, maintaining student folders, file, scan and link documents, updating spreadsheets,
- Supporting the Director in the oversight of work-study students and their duties.
- Overseeing the QCC Veteran's Club.
- Assisting the Director with tracking VA education benefits, mandated Federal reporting, 85/15, SAA and VA compliance Audits, 35% Exemption and state/federal reports
- Supporting the Director with certifying student enrollments, changes in enrollment, and academic progress to the VA.
- Providing accurate and up-to-date records of students using VA education benefits.
- Providing guidance and assistance to veterans and their dependents on how to apply for

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- and utilize VA education benefits.
- Explain VA educational benefits programs, eligibility requirements, and application processes.
- Maintain confidentiality and security of student records in accordance with FERPA and VA requirements.

Job Requirements:

Minimum Qualifications

- Associate's degree in business Admin, related discipline.
- 1-2 years Supervisor experience
- Effectively communicating with other offices on campus, including the Business Office, Registrar's Office and Admissions.
- Must have working knowledge of MS Office, Share Point
- Must be able to lift 25 lbs.

Preferred Qualifications

- Experience working with Veterans and military affiliated students
- Experience working in Academia
- Knowledge of VA Education benefits and Compliance Visits
- Experience with Microsoft Office 365
- Experience with Audits
- Knowledge of Tungsten and Enrollment Manager

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United

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States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=190998>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Veteran Affairs

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