

## VA WORK STUDY APPLICATION/INFORMATION

### Who is Eligible?

The VA work-study allowance is available to persons training on a full-time or  $\frac{3}{4}$  time basis under the following programs:

- Post-9/11 GI Bill--(38 U.S.C. Chapter 33) (Veterans and transfer-of-entitlement recipients)
- Montgomery GI Bill--Active Duty (38 U.S.C. Chapter 30)
- REAP Participants
- Montgomery GI Bill--Selected Reserve (10 U.S.C. Chapter 1606)
- Post-Vietnam Era Veterans' Educational Assistance Program (38 U.S.C. Chapter 32)
- Dependents' Educational Assistance Program (38 U.S.C. Chapter 35)
- Eligible dependents under 38 U.S.C. Chapter 35 may use work study only while training in a State.
- National Call to Service Participants
- Vocational Rehabilitation & Employment Program -- (38 U.S.C. Chapter 31)

VA will select students for the work-study program based on different factors. Such factors include:

- Ability of the student to complete the work-study contract before the end of his or her eligibility to education benefits
- Job availability within normal commuting distance to the student

The number of applicants selected will depend on the availability of VA-related work at your school or at VA facilities in your area. Veterans with service-connected disabilities of at least 30% may be given priority consideration.

### How Much May I Earn?

You'll earn an hourly wage equal to the Federal minimum wage or your State minimum wage, whichever is greater. If you're in a work-study job at a college or university, your school may pay you the difference between the amount VA pays and the amount the school normally pays other work-study students doing the same job as you.

You may elect to be paid in advance for 40% of the number of hours in your work-study agreement, or for 50 hours, whichever is less. After you've completed the hours covered by your first payment, VA will pay you each time you complete 50 hours of service OR bi-weekly, whichever comes first.

You may work during or between periods of enrollment. You can arrange with VA to work any number of hours you want during your enrollment. But, the total number of hours you work can't be more than 25 times the number of weeks in your enrollment period.

#### **Office of Veteran & Military Services**

11011 SW 104 Street \* Room 2141 \* Miami, FL 33176

Office (305) 237-2841 \* Email [veterans@mdc.edu](mailto:veterans@mdc.edu) \* Webpage [www.mdc.edu/veterans](http://www.mdc.edu/veterans)

## What Type of Work May I Do?

Services you perform under a VA work-study program must be related to VA work. Examples of acceptable work are:

- The preparation and processing of necessary papers and other documents at educational institutions
- Any activity at a VA facility
- Any activity at Department of Defense, Coast Guard, or National Guard facilities relating to the administration of Chapters 1606 or 1607 of Title 10 U.S.C.
- Any activity of a State Veterans agency related to providing assistance to Veterans in obtaining any benefit under Title 38, U.S.C. or the laws of the State
- A position working in a Center for Excellence for Veteran Student Success, as established under 20 U.S.C. 1161t, which purpose is to support and coordinate academic, financial, physical, and social needs of Veteran students
- A position working in a cooperative program carried out jointly by the VA and an Institution of Higher Learning
- Any veterans-related position in an Institution of Higher Learning, such as:
  - Assisting with dissemination of general information regarding Veteran benefits and/or services
  - Providing assistance to Veteran students with general inquiries about Veteran benefits via phone, email, or in person
  - Maintaining and organizing veteran-related files

The work you actually do will depend on your interests and the type of work available.

**Please note:** Effective June 30, 2013, some work-study activities authorized by Congress expired. VA can no longer pay for certain work-study activities. Those are:

- Outreach services to Servicemembers and Veterans furnished under the supervision of a state approving agency employee
- Hospital and domiciliary care and medical treatment to Veterans in a State home when VA pays an allowance to the state for such care
- Any activity relating to the administration of a national cemetery or a state Veterans' cemetery

All other work-study activities are unaffected.

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**MIAMI DADE COLLEGE - VA WORK STUDY APPLICATION**

Name of Student		Student ID	
Campus		Phone Number	
Term		Email	
Address		City, State, Zip Code	
Degree/Program Study		# of Credits/GPA	
Emergency Contact Name		Number	
Campus Contact/Supervisor		Title	
Campus Supervisor Phone Number		Campus Supervisor Email	

**Previous Work Experience**

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**Skills/Areas of Interest**

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**References**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Relationship: \_\_\_\_\_

Schedule Request (add times to each day of the week)

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
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**Job Description**

Veteran work study students work within the Admissions & Registration Office at their approved campus. They provide support to VA Clerks, VA Educational Specialist/School Certifying Officials, Veterans Counselor, Veteran Students and/or their dependents by assisting with the following duties:

- Front desk duties; such as, answering phone calls, directing students on campus and over the phone, sending and receiving emails and answering questions to walk-in students
- Assist veteran students with general inquiries about veteran benefits they can receive on and off campus, veteran's activities, FAFSA, directing students to other student support service locations on campus
- Assist and participate in outreach within the community and with on-campus efforts and events
- Collect, compile, and track data in support of the Office of Veteran and Military Services
- Perform basic data analysis and generate reports
- Maintain and organize general working area, insure open/close duties have been completed daily
- Assist with veteran website development
- Conducts other clerical, office duties as required (to include the intake/dispersal of forms, copying/filing)
- Maintaining positive relationships with student support service departments, in order to facilitate services to students receiving veterans' related educational entitlements
- Assist with the development and distribution of accurate and current Veterans Affairs Office publications to relevant constituencies (brochures, flyers, posters and web content)
- Assist with maintaining regulatory, information security and confidentiality compliance in accordance with federal, state and MDC guidelines
- Maintain most current information and updates by attending required trainings to support Certifying Official, Counselor and Veteran Students

**Arrangements to Consider**

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**I have received a copy of my duties and responsibilities. In addition, I understand my contract start/end date is at the discretion of the Department of Veteran Affairs and the Director of Veteran and Military Services. Utmost respect, professionalism and confidentiality of information is expected at all times.**

Name of VA Work Study: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Donna Zazanis-Burke, Director, Office of Veteran & Military Services

**Contact:**

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