



STUDENT JOB DESCRIPTION

JOB TITLE: Veterans Resource Room Assistant

WORK AREA: CC 409/410

AREA HOURS: Monday-Thursday, 9:00 a.m.-2:00 p.m.; Friday, 9:00 a.m.-12:00 p.m.

JOB RESPONSIBILITIES, DUTIES:

- Greet student veterans when they come in and help them feel welcome
- Refer student veterans to the Southeast Regional Coordinator (Mark Larsen) or the School Certifying Official (Othelmo da Silva) or for questions regarding their eligibility or enrollment certification, respectively
- Help set up Veterans Resource Room events or activities for student veterans
- Keep the room tidy and organized
- Update bulletin boards and resource materials as needed
- Be a positive and supportive presence for fellow student veterans

PERFORMANCE EXPECTATIONS/CONDUCT:

- Show up on time and work scheduled shifts
- Provide respectful helpful information to visitors
- Communicate clearly with the Veterans Services staff about questions or issues
- Always maintain confidentiality and professionalism
- Representing the Veterans Resource Room in a positive way on campus

Additional information:

- Turn in Payroll forms to be granted access to eTime via e-Services under Student Employment
- All hours must be recorded on eTime the day they are worked: <https://www.rctc.edu/eservices/>

NUMBER OF STUDENT'S NEEDED:

(Assume 10-15 hours per student.)

Academic Year: 2 for the 2025-2026

TYPICAL WORK HOURS: 9:00 a.m.-1:00 p.m. ☒ Daytime ☐ Evening ☐ Weekends

PERFORMANCE REVIEW: twice a semester

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:

Contact Person: Othelmo da Silva

Location: Welcome and One Stop Center

Phone: (507) 285-7566

Email Address: othelmo.dasilva@rctc.edu



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