



Veterans Services Agency

Role and Responsibilities:

- Filing
- Answering calls and scheduling appointments
- Gathering on line data for reports
- Tabling at events to meet and greet Veterans and family members

Qualifications and Education Requirements:

Must be currently enrolled in high school or college or graduate level

Specific majors, coursework or backgrounds that would be helpful to this work

- History
- Social Sciences
- Social Work

Preferred Skills:

- Good personality
- Computer skills

Department: Veterans Service Agency

Location: Donald B. Smith Campus Bldg 3
110 Old Route 6
Carmel, NY 10512

Salary:	High School Student	\$9/hr.
	College Student	\$10/hr.
	Graduate Student	\$11/hr.

Schedule: 28 hours/week for 8 weeks

Supervisor: Karl Rohde

