



James W. Hendon  
COMMISSIONER

Glenda Y. Villareal  
DEPUTY COMMISSIONER

**Job Title:** VA Work Study Student – Mission VetCheck

**Business Unit:** Outreach

**Application Due Date:** Until Filled

The mission of the Department of Veterans' Services is to connect, mobilize, and empower New York City's Veteran community in order to foster purpose-driven lives for New York City Service Members – past and present – in addition to their caregivers, survivors, and families. DVS fulfills this mission by providing New York City's 210,000 Veterans with essential services and programs focused on pivotal areas such as economic empowerment, housing security, benefits, health and wellness, and culture.

DVS will continue to strengthen its core services as well as find new ways to serve this dynamic population and ensure that Veterans – New York City's most civic-minded individuals – continue to serve as a major asset for the City.

DVS Outreach needs a VA Work Study Student for Mission VetCheck. The VA Work Study Student will help provide data and statistical support for the unit. This project occurs virtually. For each session, you will sign on to a Microsoft Teams Meeting with Team Leaders, you will then breakout into your Call Hub session to place calls for 1 hour 30 minutes, then return to Microsoft Teams meeting to debrief.

The availability for this position will be every Wednesday starting November 8<sup>th</sup>, 2023, to June 26<sup>th</sup>, 2024, from 2:30 PM – 4:30 PM.

Reporting to Nicole Jordan Jones, Assistant Commissioner of Outreach and responsibilities will include:

- Be available every Wednesday starting from November 8<sup>th</sup>, 2023, to June 26<sup>th</sup>, 2024, from 2:30 PM – 4:30 PM.
- Ability to commit to a 2-hour session weekly.
- Be able to communicate efficiently via phone and email as necessary.
- Data entry for sessions as needed.
- Provide technical, data and statistical support for the unit.
- Access to a computer with video capability, a headset, and a Chrome web browser in which DVS will provide.
- Compliance to the all rules and regulations of the City of New York and NYC Department of Veterans' Services.
- Be able to problem solve.

**If selected for this position, the next steps are:**

- DVS Onboarding Process
- DVS Account Creation
- DVS Cybersecurity Training (1 hour)

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- Complete mandatory training for this project
- Sign a confidentiality waiver for this project.
- An online background check, which may take a few days.

**Preferred Skills:**

- Critical thinking and data-driven
- Some knowledge of experience using data analytics tools and/or applications
- Passion for learning and working in a start-up environment.
- Self-sufficient and self-motivated
- A technical, logical thought process.
- A strong willingness to learn and adapt to new priorities as they come.

**Eligibility:**

- Compensation for this internship will be provided through the VA Work Study Program. Potential candidates who meet the preferred skill requirements must also meet the eligibility requirements of the VA Work Study Program as described below to be considered for this position.
- Are enrolled in at least three-quarter time in a college degree, vocational, or professional program, and
- Can finish the work-study contract while you still qualify for education benefits, and
- Are using an approved VA education benefits program to pay for your education or training

Please provide a copy of your resume with cover letter that identifies veteran status, skills and experience skills, and VA Work Study eligibility via email [VAWorkStudy@veterans.nyc.gov](mailto:VAWorkStudy@veterans.nyc.gov)

Learn more about VA Work Study:

<https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/work-study/>

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