**SEEKING FOR WORK STUDY APPLICANTS**

**EARNING ALLOWANCE WHILE GOING TO SCHOOL**

Phoenix Vet Center is looking for Work Study Students to start working immediately. Work study applicants need to have registered to the current term and will continue on to upcoming term prior to applying.

**Duties:**

1. Use of multi-line phone.
2. Ability to take clear/concise messages.
3. Other clerical support to include filing/copying/shredding files, minor lifting, etc.

**Requirements:**

1. Must be a Veteran, or any military family member that is using GI Bill benefits.
2. Full Time Student.
3. Must be willing to work occasional weekends.
4. Possess Customer Service Demeanor and excellent communicator
5. Reliable and Dependable
6. Must be using one of the VA educational benefits (Post 9/11, G.I. Bill, Voc Rehab, etc).
7. Must fill out form VA form 22-8691 (Application for Work Study Allowance). Form can be found online.
8. Must provide a copy of VA Form 22-1999 Certification of Enrollment (can get a copy from the Veteran’s Administration Office at School).
9. Fingerprint Background Check (Done at VAMC)

The Phoenix Vet Center is located at corner of N. 20th Street and E. Indian School Road, just 2 mi. East of Carl T Hayden Veterans Medical Center. For more information, you can contact Jason Shade, Office Manager at (602) 640-2981.

**Address:** Phoenix Vet Center

4020 N. 20th Street. Ste. 110

Phoenix, AZ 85016