

## Job Announcement

Vacancy Type: External  
Recruitment: August 1, 2018 – open until filled  
Position: Program Consultant (Unclassified)  
Location: State Approval Agency / Topeka, KS  
Requisition: 190404  
Pay: Unclassified / Minimum salary \$20.00 per hour – higher salary negotiable based upon relevant experience and education

**The Kansas Commission on Veterans Affairs Office** is currently seeking candidates for the position of Program Consultant with the State Approving Agency (SAA). The employee in this position will be responsible for evaluating and ensuring compliance with federal and state mandates of a multi-faceted program for the purpose of ensuring the provisions of high quality and creditable education and training programs to Kansas's military personnel, veterans, and their eligible dependents. This position is based out of Topeka and requires regular and extensive statewide travel for both outreach and educational compliance visits.

Hours for this position are typically 8 – 5, M-F. The ability to travel with overnight stays is required. Travel will include statewide travel to inspect colleges, universities, etc., as well as out of state travel to attend conferences.

This is one of two positions assigned to the duties of this position.

### As the SSA consultant, you will:

- Conduct reviews of assigned educational institutions to ensure compliance with the United States Department of Veterans' Affairs (USDVA) procedures, state and federal laws;
- Identify areas of need and work with the Deputy Director of Veteran Service Programs and the USDVA Education Liaison Representative to address those needs;
- Approve educational courses and programs to be pursued by veterans and eligible persons;
- Supervise educational institutions for compliance with federal and state guidelines and ensure the interests and prerogatives of the state are preserved in these processes;
- Perform outreach and be a liaison within the state as required by the SAA contract;
- Perform outreach to educational institutions, employers and state agencies to develop additional opportunities for GI-Bill approvals; and
- Provide written reports and records as required.

### The successful candidate will have:

- The ability to work as an effective team member at multiple levels;
- Proven written and oral communication skills;
- Ability to investigate and dissect information;
- Demonstrated ability to analyze and problem solve;
- Ability to critique the work of others.
- Demonstrated ability to maintain composure under stress;
- A high level of technical skills in word processing, spreadsheet compilation and data entry;
- Excellent organizational skills and with the ability to manage projects and assignments; and
- The ability to travel frequently (typically within Kansas) with extended overnight stays.

## **Minimum Requirements:**

The KCVAO is contractually obligated to adopt the National Association of State Approving Agency (NASAA) qualifications outlined in the USDVA/SAA contract as preferred standards. They are:

1. Bachelor's degree with five years of related experience; or
2. Master's degree with three years of related experience; or
3. Doctorate degree with one year of related experience.

Additional requirements include:

- A valid driver's license
- Successful clearance with both a state and federal background check.
- Successful clearance of post-offer drug testing
- Successful hiring approval under the USDVA contract.

As authorized by the 2018 Kansas Legislature, effective July 1, 2018, K.S.A. 75-4362 is amended to designate all positions with the Kansas Commission on Veterans' Affairs office, to include both the Kansas Soldiers' Home and Kansas Veterans' Home as Safety Sensitive positions and subject to the drug testing program. All applicants with a conditional offer of employment on or after July 1, 2018, shall be required to submit to a drug screening test.

## **HOW TO APPLY:**

A Tax Clearance Certificate is required for all applicants. Obtain your certificate by following the instructions at <http://www.ksrevenue.org/taxclearance.html>. Your application will be considered incomplete and you may be found ineligible if you fail to submit all required documentation by the closing date of the vacancy announcement.

## **REQUIRED DOCUMENTS:**

- Cover Letter and Resume
- Kansas Tax Clearance Certificate (current),
- Copy of official transcripts (unofficial copies are accepted for initial application submission however; they must be followed up with official transcripts directly from the educational institution.
- On-line Employment Application [Online Application](#)

## **KANSAS TAX CLEARANCE CERTIFICATE REQUIRED:**

Each applicant (to include current state employees) applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. Applicants are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

## **RECRUITER CONTACT INFORMATION:**

Name: Kim Tatum, Director of Human Resources  
Phone: 620-221-3702  
FAX: 620-221-7161  
Email: [kcvao.jobs@ks.gov](mailto:kcvao.jobs@ks.gov)

## **How You Will Be Evaluated:**

Once you complete and submit your application materials, your application will be reviewed to ensure you meet the minimum and any necessary special requirements. Next, your application will be evaluated and rated based on preferred competencies and criteria for the position.

**What To Expect Next:**

After your application is evaluated and ranked, you may be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome after the selection process is complete. You may call or email the recruiter contact listed to inquire about your application.

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Commission on Veterans Affairs Office is an Equal Opportunity Employer