Student Services Job Function

FSS Student Services Officer I
Grade: 55
Job Code: S0355P
Job Family: Student Services
Job Family Matrix: Student Services Matrix

Summary
Independently advise student groups on extracurricular events and programming; maintain programs designed to enhance student and community life.

Core Duties
- Administer planning and implementation of programs which may include managing event calendars, researching new programs, and coordinating with emergency related services
- Act as initial advising resource for students and faculty questions about program requirements, academic degree progress, leaves of absence, cross-registration, adviser selection, and quality of life
- Provide logistical and programmatic support and advising to student organizations regarding effective organizational and event management leadership and learning
- Serve as the primary on-site staff person for student events; ensure student safety
- Prepare reports related to prospective student outreach and programs
- May collect and review accessibility documentation
- May work with the Title IX office in order to provide services to students
- Interpret and clarify local and University policies and procedures for student leaders
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 1 year relevant work experience

Additional Qualifications and Skills
- Knowledge of Microsoft Office Suite, intermediate excel skills
- Ability to work with students, student organizations, colleagues, clients and external organizations
- Communication skills (both written and verbal)

Certificates and Licenses

Physical Requirements
- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

Working Conditions
- Work is performed in an office setting
- May be required to work nights and weekends