Student Services Job Function

FSS Student Services Officer II
Grade: 56
Job Code: S0356P
Job Family: Student Services
Job Family Matrix: Student Services Matrix

Summary
Independently perform a wide range of tasks related to student services including program development, delivery and advising.

Core Duties
• Administer and assist with program development and delivery which may include process design, communications, recruitment, and finance
• Act as an advising resource for students and faculty program requirements, academic degree progress, leaves of absence, cross-registration, adviser selection, and quality of life
• Organize events and conferences including developing content, structure, and publicity, coordinating with other Harvard offices and groups, and planning logistical details
• Advise student organizations on effective organizational and event management; ensure student safety
• Prepare and analyze reports related to prospective student outreach and programs
• May review accessibility documentation and determine accessibility eligibility
• 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 3 years’ 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