Student Services Job Function

FSS Student Services Officer IV
Grade: 58
Job Code: S0358P
Job Family: Student Services
Job Family Matrix: Student Services Matrix

Summary
Lead all facets of program administration for student services, serve as a subject matter expert, and provide counseling for students and student groups.

Core Duties
• Design and implement student development programs focusing on leadership, experiential learning, and other potential areas of growth for student leaders and organizations
• Function as subject matter expert or project lead
• Advise and support student organizations by offering programming advice and assistance, and mentoring organizational leadership and academic advisors
• Organize workshops, seminars, and social events to enhance program cohesion
• Collaborate with management to develop strategic goals for student services
• Develop specialized reports; analyze data and make recommendations for use in strategic planning
• May provide coaching and staff training
• May determine accessibility eligibility and promote available resources and options that are available
• May assess potential community safety concerns that pertain to Title IX; and make recommendations for improvements
• Assist senior management in formulating student service policies and procedures; make recommendations to improve overall administration
• 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 7 years’ relevant work experience

Additional Qualifications and Skills
• Master’s degree in relevant field
• Knowledge of Microsoft Office Suite, advanced 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