

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

