Student Services Job Function

FSS Student Services Mgt I
Grade: 55
Job Code: S0355M
Job Family: Student Services
Job Family Matrix: Student Services Matrix

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

Core Duties
• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
• 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
• Interpreting and clarifying the 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
• Supervisory experience
• 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