

Student Services Job Function

FSS Student Services Officer V

Grade: 59

Job Code: S0359P

Job Family: Student Services

Job Family Matrix: [Student Services Matrix](#)

Summary

Oversee student services activities such as program development, event planning, and counseling for student and student groups.

Core Duties

- Oversee the development and implementation of student development programs focusing on leadership, experiential learning, and other potential areas of growth for Harvard College student leaders and organizations
- Function as subject matter expert or project lead
- Advise and support student organizations by offering programming advice and assistance, mentoring organizational leadership and academic advisors
- Oversee the implementation of workshops, seminars and social events to enhance program cohesion
- Serve as a senior strategist and advise management on strategic goals for student services
- Oversee new initiatives to recruit prospective students and enhance the quality of the student experience
- Develop specialized and ad hoc reports to track trends, yields and metrics
- May provide training and resources for advisors
- 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
- Identify areas for improvement within existing student service policies and procedures; recommend improvements
- 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 8 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