

## **Student Services Job Function**

### **FSS Student Services Officer VI**

**Grade: 60**

**Job Code: S0360P**

**Job Family: Student Services**

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

#### **Summary**

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

#### **Core Duties**

- Direct the development and implementation of 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, mentoring organizational leadership and academic advisors
- Create workshops, seminars, and social events to enhance program cohesion
- Create and develop new initiatives to recruit prospective students and enhance the quality of the student experience
- Support student organizations by offering programming advice and assistance, mentoring organizational leadership and advisors
- Ensure accurate and timely reporting and analysis for use in strategic planning; Develop specialized and ad hoc reports to track trends, yields and metrics
- May design training and resources for advisers
- 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
- Develop, recommend and implement program policies and processes
- 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 10 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