

## 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
- Interpret and clarify 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