

## Student Services

### Job Classification

Student Services I

Student Services II

Student Services III

### Pay Grade

5

6

8

### Education/Experience Requirements

Bachelor's Degree in relevant field

Master's Degree in relevant field

Master's Degree in relevant field, plus 5 years of experience

1 year of experience

2 years of experience

Counseling positions: Doctorate Degree in Counseling Psychology or other relevant field

### Common Activities

Provides personal, professional counseling for students and other members of the University

Serves as an authority for student programs and services planning and implementation

Provides advanced counseling of students, and other members of the University community

Conducts a wide variety of University programs for students and prospective students

Analyzes complex student programming issues or reviews corrective actions proposed by other professional staff

Utilizes clinical and specialized techniques

Develops strategies and coordinates recruitment and admission of students and awarding of student aid

May be responsible for coordinating a student life function at a school level

Supervises and trains psychological interns and graduate student interns

Collects and evaluates data about individual through use of interview, case history and observational techniques

May serve as an advisor to students or groups of students in extracurricular activities

Analyzes counseling and guidance procedures and techniques to improve quality of service

Develops, plans and oversees the operational activities in a major area of student affairs

May oversee the preparation of funding proposals, reports and training materials related to special programs

### Organizational Impact

The results of actions may have a measurable impact on operations or finances within a work group.

The results of actions may have a significant impact on a department's operations. They also may affect the finances of multiple work areas.

The results of actions and decisions may have a significant impact on substantial segments of the University's operations or finances

### Problem Solving

Performs a variety of duties following established policies and procedures. Problems are generally solved by selecting from approved alternatives based on past practices. Supervision is available to set priorities and objectives, and to assist in problem resolution.

Required to have an understanding of policies and procedures and generally accepted principles. Resolves unique problems by collecting and interpreting information. Solutions may include modifying procedures and methods to address new conditions. Receives advice and input as needed from supervisor.

The job consists of broad responsibilities requiring the application of policies to dynamic and complex conditions. Problems generally require significant analysis and judgment. Solutions may include adapting existing policies and systems to address unique situations.

### Supervision

Interviewing, orientation, scheduling, work assignment, and review for temporary employees, students, volunteers, and non-exempt employees.

Interviewing, orientation, training, work assignment, and review, input into performance appraisal for temporary employees, students, volunteers, and non-exempt employees.

Interviewing and selection, orientation, training, work assignment and review, performance appraisal, and recommendations for various personnel actions for exempt and non-exempt employees.

### Contact Level

Routinely answers questions and provides information and data requested by individuals within or outside of work area. Questions that require interpretation or are not easily resolved are referred to Supervisor.

Interacts with various levels within or outside the University including Deans, Directors, and Department Heads. This interaction may include interpreting and explaining ideas and concepts as well as solving problems and coordinating projects.

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## Financial Budget

May compiles and tabulates budgetary data, calculate figures, and check for accuracy.

May monitor account expenditures against budget, prepare reports for supervisory review, authorize requisitions for storeroom supplies, petty cash, limited non-capital purchases, etc.

Analyzes budgetary data, verifies figures, identifies/discusses questions or discrepancies, and compares budget proposals with previous years' budgets, grant money, gifts etc. Monitors expenditures against budget, prepares necessary documentation for supervisory review/approval, authorizes requisitions for storeroom supplies, petty cash, limited non-capital purchases, etc.