



Student Services Assistant Director

Job Code: 0976

Salary Grade: S09

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for assisting with the planning, organizing, and administration of academic, student service or institution-wide student programs. Provides professional support in the coordination of policies, programs, and services that enhance the student experience, ensure operational compliance, and advance strategic divisional initiatives.

- Assists with planning, organizing, and administering academic, student service, and/or student support programs.
- Supports the development, coordination, and implementation of policies and procedures related to student services and/or academic programs.
- Coordinates student-focused programs, events, and initiatives that support recruitment, retention, engagement, and student success.
- Collects, evaluates, and reports student and program data for internal planning, compliance requirements, and institutional reporting.
- Utilizes student information systems and databases to maintain accurate records and improve service operations.
- Supports recruitment, admissions, and/or enrollment functions, including communication, application coordination, and documentation processing.
- Provides professional administrative and operational support to unit or divisional leadership, including scheduling, communications, and special projects.
- Coordinates with campus partners, committees, and external vendors to support program delivery and cross-campus initiatives.
- May supervise full-time, temporary, or student employees and provide direction for assigned projects or services.
- Performs other related duties as assigned.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of experience in lieu of a Bachelor's degree to equal 72 months of related experience.

Experience:

24 months experience in student recruitment, student relations, student programs coordination, and/or student counseling.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Advanced organization and communication skills
- Excellent computer skills
- Ability to make independent decisions and judgment when following broad instructions
- Ability to plan, coordinate, and prioritize workload
- Advanced level of analytical, evaluative, and constructive thinking.

Working Conditions

Physical:

Sits for prolonged periods. Use of a computer. Communicates effectively and listens. Manual dexterity.

Environmental:

Standard office work environment.

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