



Student Services Specialist

Job Code: 7279

Salary Grade: S05

FLSA Status: Non-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

Performs routine office duties in support of student programs or services following established standards.

- Performs general office support duties.
- Maintains filing systems and records.
- Assists students with processes and procedures.
- Answers inquiries via phone and email.
- Receives and distributes incoming and outgoing mail.
- Compiles reports using prescribed formats.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: High School Diploma or GED.

Experience:

Required: None.

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Ability to communicate verbally and in writing.
- Ability to accurately read and understand written materials and instructions
- General office skills such as phone, copying, faxing, filing, and handling mail

Working Conditions

Physical:

Sit for long periods of time. Ability to engage in repetitive motions. May be required to bend, lift, stoop, and carry.

Environmental:

Standard office environment. Regular pressure to meet productivity standards.

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