University Student Programs Specialist II (0610)

**Basic Purpose/Job Function:** Designs, implements and manages designated student programs and services

**Examples of Titles Replaced:**
- Associate Director, Student Support Services
- Coordinator, Admissions/Academic & Student Support Services
- Coordinator, College Programs
- Coordinator, Commencement
- Coordinator, Freshman Programs
- Coordinator, Student Relations/Instructor

**Typical Functions May Include:**
1. Designing, Implementing and managing student programs and services
2. Assisting with program delivery
3. Developing promotional materials and marketing strategies
4. Serving on committees as needed
5. Assisting with grant preparation
6. Planning and overseeing special projects or events
7. Researching, collecting and analyzing data or information and preparing reports or responses to inquires
8. Serving as liaison with offices on and off campus
9. Counseling students, facilitating support groups and advising student organizations
10. Resolving academic problems and evaluating students for proper placement in class levels
11. Conducting workshops, seminars, classes, and other special programs for students
12. Overseeing record maintenance (student files, inventory, personnel, other office files)
13. May manage day-to-day operations of designated area to include budget oversight
14. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** May supervise a small staff.

**Supervision Received:** Receives minimal supervision from designated supervisor.

**Minimum Qualifications:**
- **Education:** Bachelors Degree  
  **Type:** To be determined by department
- **Experience:** 18 -36 months  
  **Type:** To be determined by department to include Student Services
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- **Skills**: Effective oral and written communication, research, mathematical and computer skills, ability to work independently, good organizational skills

- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; ability to work effectively with a wide range of constituencies

- **Licenses**: To be determined by nature of job and/or department

- **Certifications**: To be determined by nature of job and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department. Departments are responsible for site-specific job descriptions.