University Student Programs Specialist I (0609)

**Basic Purpose/Job Function:** Assists with planning, development and implementation of designated student programs and services

**Examples of Titles Replaced:** Apartment Center Coordinator; Assessment Specialist; Assistant Center Coordinator; Assistant Director, Center for Student Life; Assistant Director, Student Support Services; Center Coordinator; Coordinator, Student Development Programs

**Typical Functions May Include:**

1. Assessing the needs of students and developing and implementing targeted programs and services
2. Serving as liaison with offices on and off campus
3. Counseling students, facilitates support groups and advises student organizations
4. Planning and organizing various seminars, conferences, recruitment activities, award banquets and other student related events
5. Assisting students with on and off campus volunteer opportunities
6. Assisting students in resolving academic problems and helping evaluate students for proper placement in class levels
7. Conducting workshops, seminars, classes, and other special programs for students
8. Maintaining records (student files, inventory, personnel, other office files)
9. Assisting with development and administration of office policies and procedures
10. Researching, collecting and analyzing data or information and preparing reports or responses to inquires
11. Publishing student newsletters, brochures, handbooks and other publications
12. May coordinate or assist in coordination of special projects or events
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:** 0-24 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.