

JOB INFORMATION

Job Code	AA06
Job Description Title	Dir, Student Services
Pay Grade	SR12
Range Minimum	\$66,890
33rd %	\$84,730
Range Midpoint	\$93,640
67th %	\$102,560
Range Maximum	\$120,400
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

Directs and coordinates student advising, services, and programs for a school/college.

RESPONSIBILITIES

- Plans and coordinates academic advising, recruiting, and/or retention programs for a college/school.
- Reviews and maintains student records such as coordinating input, evaluating transcripts, applications for admission, and/or generating reports.
- Evaluates student records to identify at risk students, advise students on issues such as (but not limited to) policy and course of study for success, and to counsel students on a probable course of action upon graduation.
- Assists students with academic related issues such as (but limited to) course selection, registration, graduation application, financial aid, assistantships, and/or University or college/school policy and procedure.
- Develop and/or lead student informational programs such as college/school orientation, Camp War Eagle, and SOS.
- Assists in the development of academic policy.
- Administers academic policies, conducts studies, and prepares reports for the college and/or units within the college.
- Coordinates the selection of students for honor societies and scholarships.
- May represent college/school to outside groups, committees, prospective students, high schools, and parents.
- May coordinate information and/or orientation programs for new or transfer students.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Psychology, Counseling, Education, Management, Business, or related field	and	7 years of	experience in various student-related programs/ services such as recruiting, advising, and/or counseling.	

Substitutions Allowed for Experience Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of academic and student development theories, budgeting principles and practices.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.