# FACULTY AND STUDENT SERVICES JOB FUNCTION

## Student Services Family

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| 57E   | Student Services Management I | Bachelor’s degree 5+ years of student services management experience Advanced knowledge of Student Services | • Manages general student life issues, participating in various committees related to housing, food services, student budget, and other issues pertaining to the quality of student life  
• Anticipates and represents the interests of both the school and the needs of the students  
• Provides advice and advocacy to students regarding student activities, finances, legal rights, programs and processes affecting the student body within the confines of Institution regulations  
• Manages the relationship between student government, international students clubs and student services administration  
• Creates and maintains general policies for clubs and organizations  
• Serves on cross-functional committees and work teams that create student policy  
• Represents the school at key local and national student events  
• Provides advice, support and leadership training for various student activities committees | IMPACT Moderate impact on operations, resources, or University’s reputation  
SCOPE Typically manages the student services function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students or a program at a medium level of complexity | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department/ university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area. |

**NOTE:**

1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion