# FACULTY AND STUDENT SERVICES JOB FUNCTION

## Student Services Family

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| 58E   | Student Services Management II | Bachelor’s degree Advanced degree preferred 7+ years of progressive student services management experience | • Responsible for overall welfare of students in the school; accountable for general student life issues  
• Participates on various committees related to housing, food services, student budget, and other issues pertaining to the quality of student life  
• Responsible for program and policy planning | IMPACT  
Significant impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages the student services function for a school with 700 - 1000 students or has program responsibility for a school with approximately 1500 students or a program at a high level of complexity | RECEIVED
Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally 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