### FACULTY AND STUDENT SERVICES JOB FUNCTION

#### Student Services Family

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| 56E*  | Student Services Officer I | Bachelor’s degree 3+ years of applicable experience | • Manages student organizations and/or specialty services  
• Develops cultural and social programs for students  
• Serves as liaison to other university agencies  
• Creates and manages department budget  
• Advises students on rules, regulations, policies and guidelines  
• Manages student organization office space | IMPACT Some impact on operations, resources, or University’s reputation  
SCOPE Provides comprehensive student services work for a school | 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 Individual Contributor:** Works independently or as part of a team to achieve results.  
**AND/OR Supervises:** Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |
| or 56N | Supervisor II | Supervisory experience | | | |

*Exemption status is determined by FLSA testing

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**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) * = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion