## FACULTY AND STUDENT SERVICES JOB FUNCTION

### Student Services Family

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| 55N   | Student Services Supervisor I | Bachelor’s degree 2+ years applicable experience | • Provides day-to-day administration for student services department or house office  
• Serves as House liaison to the office of the Dean of the College and the Registrar, food service, the College library and academic Departments  
• Assists in assigning student rooms  
• Organizes orientation from registration to events planning  
• Provides general information and may advise students on department policies, rules, regulations and guidelines  
• Curates confidential student records under the supervision of the Senior Tutor  
• Organizes social events and activities throughout the year; schedules House facilities and arranges special events  
• Manages the coordination of student organizations  
• Assists in the publication of the weekly House newsletter  
• Assists in preparing annual budget, general financial management, monitoring expenditures, paying bills and preparing the casual payroll  
Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55 | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Provides support and general student services information to others in 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  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

### 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