

## FACULTY AND STUDENT SERVICES JOB FUNCTION

### Student Services Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E* or 56N	Student Services Officer I / Supervisor II	Bachelor's degree  3+ years of applicable experience  Supervisory experience	<ul style="list-style-type: none"> <li>• Manages student organizations and/or specialty services</li> <li>• Develops cultural and social programs for students</li> <li>• Serves as liaison to other university agencies</li> <li>• Creates and manages department budget</li> <li>• Advises students on rules, regulations, policies and guidelines</li> <li>• Manages student organization office space</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides comprehensive student services work for a school</p>	<p><b>RECEIVED</b> <b>Under General Direction:</b> 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.</p> <p><b>GIVEN</b> <b>Individual Contributor:</b> Works independently or as part of a team to achieve results.</p> <p style="text-align: center;"><b>AND/OR</b></p> <p><b>Supervises:</b> Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

*\*Exemption status is determined by FLSA testing*

**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