

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Senior Student Development Specialist  
Code: 13049  
Salary Grade: 58  
FLSA Status: Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with specific departmental policies

---

## *Summary*

- **Function:** To provide advanced skills in both the administration and development of services that create an environment in which the student is offered individual attention.
- **Scope:** Responsible for understanding and interpreting the needs of students and collaborating across constituencies to develop solutions to more complex issues.

## *Duties*

- **Typical:**
  1. Meets with students to solve complex problems, counsel, provide information regarding undergraduate and graduate admission policies, registration, financial aid, and program development.
  2. Informs students about policies and procedures and demonstrates navigation and utilization of the university website. Works with Graduate Advisor of Record, Department Chair, and faculty on University requirements.
  3. Processes complex transcripts, financial aid, and petitions of university wide requirements; registers/withdraws students, generates, maintains, and distributes detailed student data, and produces letters of verification.
  4. Serves as a leader for teams and program groups. Observes performance and assists with development plans; mentors and recruits program members.
  5. Maintains, formulates and implements programs; prepares program information for dissemination; markets program to targeted audiences; conducts regular program evaluations and recommends improvement/alterations.
  6. Maintains records, gathers data and prepares reports as required.
  7. Interacts with university departments, student groups, and external agencies.

<p>8. Provides assistance in recruitment of new students and maintenance of cohorts.</p> <p>9. Performs other duties as assigned.</p> <p>• <u>Periodic:</u></p> <p>1. Participates in professional conferences and individual professional development.</p>
---

***Education***

<b>Required</b>	<b>Preferred</b>
Master's degree from an accredited institution with a major in a field related to the work to be performed.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Demonstrated effective interpersonal skills.	N/A
Criminal Background Check (CBC)	

***Experience***

<b>Required</b>	<b>Preferred</b>
Four years of experience working with student groups in the community or equivalent advisory and administrative experience in the field of education.	Six years of experience working with student groups in the community or equivalent advisory and administrative experience in the field of education.

***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computer and other standard office equipment.	Experience with Webi, Banner, Appworks, and Data Warehouse.

***Working Conditions***

<b>Usual</b>	<b>Special</b>
General office conditions with the majority of time spent in contact with students.	Participation in meetings, recruitment events, and conferences concerning student and professional affairs beyond usual office hours, possibly involving travel.
	May require evening and weekend work.
	May require travel between campus components.

*Supervision*

<b>Received</b>	<b>Given</b>
General instructions and evaluation from supervisor.	Manage, train, or coordinate the work of assigned staff and student workers.

*Accuracy*

Proficiency in all phases of the duties performed.

*Security Sensitive*

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

*Internal Control*

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and compliance with applicable laws, regulations, policies, and procedures is sustained.