

The University of Texas at San Antonio

Job Description

Job Title: Student Development Specialist III
Code: 13050
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- **Function:** To plan the 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 to the appropriate administrator and for interpreting and formulating institutional rules in a specific advisory area.

Duties

- **Typical:**
 1. Meets with students for solving of difficult problems, counseling, providing information regarding undergraduate and graduate admission policies, registration, financial aid, and program development.
 2. Counsels students on polices and procedures; demonstrates use of the university website.
 3. Processes complex transcripts, financial aid, and student loans; registers/withdraws students; generates, maintains, and distributes transcripts and 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 target audiences; identifies program weaknesses and recommends solutions.
 6. Maintains records, gathers data and prepares reports as required.
 7. Interacts with university departments, student groups, and external agencies.
 8. Assists in securing program resources and planning training meetings.
 9. Performs other duties as assigned.

- Periodic:
 1. Participates in professional conferences and individual professional development.

Education

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

Other Requirements

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

Experience

Required	Preferred
Two years of experience working with student groups in the community or equivalent advisory and administrative experience in the field of education.	Four years of experience working with student groups in the community or equivalent advisory and administrative experience in the field of education.

Equipment

Required	Possible
Personal computer and other standard office equipment.	Business productivity software.

Working Conditions

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

Supervision

Received	Given
General instructions and evaluation from supervisor.	Some instructions to any supporting staff members as well as to secretarial or clerical personnel 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 applicable laws, regulations, policies, and procedures are complied with.