

The University of Texas at San Antonio

Job Description

Job Title: Student Development Specialist II
Code: 13051
Salary Grade: 56
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- **Function:** To assist in and 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. Responsible for meeting with students for problem-solving, counseling, providing information regarding undergraduate and graduate admission policies, registration, financial aid, and program development; counseling students on policies and procedures; and demonstrating use of the university website.
 2. Processes transcripts, financial aid, and student loans; registers/withdraws students; generates, maintains, and distributes transcripts and letters of verification.
 3. Serve as team leader for Enrollment Services team.
 4. Compiles data for educational ranking surveys; prepares and distributes various reports.
 5. Recommends and organizes new programs and advises staff superior on progress of current programs.
 6. Perform other duties as assigned.
- **Periodic:**
 1. Participate in professional conferences and individual professional development.

Education

Required	Preferred
Bachelor's degree with a major in a field related to the work to be performed.	Master's degree in a field related to the work to be performed.

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.	Three years of experience working with student groups in the community or equivalent advisory and administrative experience in the field of education or experience working with college students in an advisory or supportive capacity.

Equipment

Required	Possible
Personal computer with business productivity software and other standard office equipment.	N/A

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.

Supervision

Received	Given
General instructions and evaluation from supervisor.	Some instructions to any supporting staff members as well as to secretarial or clerical personnel.

Accuracy

Proficiency in all phases of the duties performed.
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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.