

The University of Texas at San Antonio

Job Description

Job Title: Student Development Specialist I
Code: 13052
Salary Grade: 55
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To assist in the coordination of services and programs that create an environment in which the student is offered individual attention.
- Scope: Responsible for understanding and interpreting the needs of students to a staff superior and for interpreting institutional rules to students in advisory areas.

Duties

- Typical:
 1. Responsible for advising, problem solving, and counseling students and parents regarding financial aid, registration, undergraduate and graduate admissions, fiscal services/billing policies, and procedures. Reports status of activities to supervisor.
 2. Maintain knowledge of current processes and procedures of financial aid and regulations for federal financial aid.
 3. Assists with application review, data entry, processing and award determination.
 4. Maintain student records and documentation.
 5. Evaluates and calculates transcripts and submits required reports for review.
 6. Act as a liaison between students and other departments. Refer students to appropriate University offices.
 7. Perform other duties as assigned.
- Periodic:
 1. Participates in professional conferences and individual professional development.

Education

Required	Preferred
Bachelor's Degree. Equivalent experience may be substituted on a year for year basis.	Graduate coursework in related field.

Other Requirements

Required	Preferred
Demonstrated skills in oral communication or customer service.	N/A
Criminal Background Check (CBC)	

Experience

Required	Preferred
None.	One to two years of experience working in an advisory or service capacity, preferably in an educational environment.

Equipment

Required	Possible
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	May participate in meetings and conferences, concerning student or professional affairs, beyond the usual office hours.
Majority of time spent in contact with students.	

Supervision

Received	Given
General supervision from immediate supervisor.	None.

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.