**Student Affairs Coordinator Standard Job Description**

**Classification Title:** Student Affairs Coordinator

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Student Affairs Coordinator, under direction, provides advanced professional and specialized skills for planning, developing, implementing and managing student programs, activities or services.

**Essential Duties and Tasks:**

**45% Advising & Administration**

* Advising and administration support to multiple student organizations, overseeing day-to-day operations, and supervising various staff and students.
* Establish program standards and objectives and conducts program assessments.
* Develop and implement office policies, interpreting and administering policies.
* May assisting with the annual review of the University Student Rules.
* Provides consultation on student programming initiatives to campus units and departments.
* Compiles and analyzes program statistics and reports.
* Interprets and participates in development of University/departmental rules and procedures.

**15%: Budgeting, Strategic Planning, & Assessment**

* Assists in establishing short- and long-term goals and strategic planning. Works with staff to create and maintain professional development plans, and co-development of the strategic plan and annual budget.
* Plan annual budget and supporting team-wide assessment and strategic planning efforts for the area.
* Oversees daily fiscal and purchasing activities and assists in preparation and monitoring of program/event budgets.

**10%: Supervision & Training**

* Supervises and manages assigned staff: The PD includes supervising Administrative Support Staff, budgeted employees, graduate and practicum students, student workers, and interns.
* Develops and updates training materials and delivers training.
* Assists with the development of staff knowledge, skills, and abilities, and coordinating and overseeing the development and training of key stakeholders.
* Monitoring work hours and leave requests, and responsibility for oversight of event-specific budgets.

**10%: Liaising and Outreach**

* Develops and maintains relationships with stakeholders.
* Services/chairs Division and University committees.
* Participates in program planning.
* Plans marketing and communication.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor's degree.
* Five years’ experience in student affairs work or related specialty area.

**Required Licenses and Certifications:**

* None

**Required Special Knowledge, Skills, and Abilities:**

* Ability to multi-task and work cooperatively with others.
* Oral and written communication skills.

**Preferred Qualifications:**

* Master’s degree in higher education, student affairs or related field from an accredited institution.
* Three or more years post-graduate experience in higher education, student affairs, or specific area(s) described in this position description.

**Machines or equipment used in the performance of essential duties:**

* Computer: 30 hours
* Telephone: 5 hours

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Attends meetings and conferences concerning students and with student groups at times beyond usual working hours.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**