**Student Development Specialist I Standard Job Description**

**Classification Title:** Student Development Specialist I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Student Development Specialist I, under direction, provides professional and supervisory assistance for the advisement, coordination and organization of student developmental programs, activities, and/or services.

**Essential Duties and Tasks:**

**40% Advising and Counseling**

* Assists in advising a variety of student groups and organizations.
* Counsels and advises students on personal and educational matters.
* Acts as a referral resource for students.
* Helps to guide students in planning and scheduling social and budgetary procedures.

**20% Coordination and Planning**

* Coordinates and assists in planning in-service training programs.
* Schedules events and student organization's use of the center.
* Prepares informational and educational publications.
* Issues memoranda and prepares administrative reports.

**10% Record Maintenance and Resource Management**

* Assists in maintenance of pertinent student and administrative records.
* Establishes relationships with outside campus resources.
* Facilitates access management for the center.

**10% Leadership Development and Advocacy**

* Champions selfless service and volunteer opportunities for students.
* Serves on committees to advocate for students' needs.
* Develops leadership opportunities for student organizations.

**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 or equivalent combination of education and experience.
* No experience required.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone
* Copy/Fax

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Attends meeting & conferences concerning students and with student group 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**