**Student Development Specialist III Standard Job Description**

**Classification Title:** Student Development Specialist III

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Student Development Specialist III, under direction, provides professional and supervisory skills for developing, planning, promoting, and implementing student developmental programs, activities, and/or services.

**Essential Duties and Tasks:**

**25%: Consultation and Support**

* Act as the main contact for student organization consultations, addressing topics such as conflict resolution, event planning, leadership development, risk management, university policies, and accountability processes.
* Coordinate consultation efforts and collaborate with campus partners seeking support.

**20%: Risk Management**

* Provide comprehensive event planning and risk management support for recognized student organizations through various platforms and initiatives.
* Responsibilities include managing organization technological platforms and offering guidance to organization officers, advisors, and campus stakeholders.

**15%: Student Organization Advising**

* Offer administrative support to a student group in areas such as leadership development, training and development for students and advisors, risk management activities, programming and logistics for events, recruitment and retention, evaluation of programs, adherence to policies and procedures including judicial processes, financial oversight including budgeting, marketing and communication for various constituent groups, vendor and donor relationships, student travel, technological resources, inventory management, document review, and other tasks as required by the group or department.

**10%: Staff Supervision**

* Facilitate the hiring, training, supervision, and oversight of staff.
* Assist with the selection and supervision of graduate assistants, practicum students, and interns.
* Work collaboratively with Administrative Staff.
* Participate in organizational meetings.

**5%: Area Operations**

* Duties may include facilities/suite and inventory management, supporting team-wide assessment and strategic planning efforts for the area.
* Potential responsibility of program assessment, facilitation of student leader training, curriculum development programs for student leaders, serving as support staff for programs, and stakeholder outreach.

**5%: Administration & Outreach**

* Maintain comprehensive files and records.
* Understand and utilize fund account and events management systems to initiate timely tracking for committee functioning.
* Serve as a liaison with appropriate university staff and serve on committees as needed. Adhere to University policy and procedures.
* May attend or present at local/regional conferences and campus student organizational meetings.

**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.
* Three years’ experience in student affairs work or related specialty area, with two years of experience in Student Affairs.

**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**