**Student Development Specialist IV Standard Job Description**

**Classification Title:** Student Development Specialist IV

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Student Development Specialist IV, under direction, provides advanced professional and specialized skills for planning, developing, implementing, and managing student development programs and activities, utilizing maximum campus and community resources and opportunities.

**Essential Duties and Tasks:**

**40% Student Services and Support**

* Supervises student activities and serves as an advisor to student council.
* Provides individual and group advising and makes referrals to resource providers.
* Interprets and communicates student-related university and school policies and procedures.
* Provides support services to the academic and clinical departments.

**20% Programs Management**

* Plans, organizes, implements, and evaluates major Student Affairs programs and events.
* Manages the budget and expenditures for major programs and events.
* Advises students on student-sponsored activities.

**10% Supervisory**

* Supervises a Program Coordinator I and multiple departmental staff.
* Plans and implements new staff training.

**10% Research and Planning**

* Conducts research for program planning.
* Interprets and develops university/departmental rules and procedures.
* Assists in fund allocation planning.

**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.
* Five years’ experience in student affairs work or related specialty area.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Oral and written communication skills.

**Machines and Equipment:**

* Computer
* Telephone
* Copy/Fax

**Physical Requirements:**

* Ability to move heavy objects.

**Other Requirements and Factors:**

* Requires some evening and weekend work.

**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**