**Student Development Specialist II Standard Job Description**

**Classification Title:** Student Development Specialist II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 9

**Job Description Summary:**

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

**Essential Duties and Tasks:**

**40%: Community Development/Engagement**

* Ensures staff engagement in developing sense of community.
* Plans, implements, and evaluates educational and social programs.
* Participates in community activities and conducts interest surveys to meet residents’ needs.
* Serves as the primary advisor to the community council, overseeing budget and expenditures.
* Provides leadership development opportunities.
* Enforces University and Department rules and regulations.
* Supports students through timely response to various reports and refers students to resources.

**20%: Supervision/Staff Development**

* Selects, supervises, develops, trains, and evaluates staff.
* Oversees staff performance and provides feedback.
* Implements a collaborative approach with all staff members.
* Coordinates staff duty schedule and responsibilities.
* Holds regular meetings.

**10%: Advisory & Support**

* Serves as department liaison for assigned groups.
* Communicates with various services and staff to address concerns and issues.
* Meets with group sponsors to ensure group needs are met.
* Utilizes necessary databases and reports for groups.
* Coordinates programming.
* Ensures group records are accurate for billing.
* Participates in department-wide activities.

**10%: Administrative/Liaison**

* Creates and submits necessary reports.
* Serves as a communication link between residents, staff and the Department.
* Makes necessary purchases and completes administrative processes.
* Attends committee meetings and completes assignments.

**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.
* One year of experience in student affairs work or related specialty.

**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**