



**CLASSIFICATION SERIES:**

N/A

**BARGAINING UNIT:**

ACE

**Student Employment Specialist**

**SERIES PURPOSE:** The purpose of the student employment specialist occupation is to provide advice, counsel, and consultation services to student employees and their supervisors as well as maintain daily operations of the student employment office.

**SUMMARY OF POSITION:** The class works under general supervision and provides counseling and referral services for student employees and their supervisors; performs research, maintains general student records, etc. Incumbents autonomously perform non-routine administrative tasks; non-routine administrative tasks include, but are not limited to, independently formulating decisions and/or judgements involving non-legal interpretation of policies and procedures as they would apply to any given situation to resolve problems.

**JOB DUTIES:** Incumbents may perform some or all of these duties or other job-related duties as assigned.

Autonomously performs non-routine administrative tasks to ensure the efficient operation of student employment, including, but not limited to, maintaining student employment data, reviewing and updating processes as needed, and overseeing student employment postings. Reviews and/or monitors all on-campus student employees' GPAs, enrollment, and other work-eligibility issues throughout the year; assists international student employees with documentation to comply with Homeland Security and IRS requirements for employment in the United States.

Independently formulates decisions and/or judgements involving non-legal interpretation of policies and procedures as they would apply to any given situation to resolve problems, prepare correspondence and/or reports, or to carry out other assignments.

Reviews and updates departmental and University-wide procedures as they relate to the student employment process.

Creates, organizes, and manages student employment files. Screens files and records for problems; researches and resolves problems, including those involving interpretation or judgment of applicability of policies and procedures.

Acts as liaison between various departments regarding student employment guidelines and procedures. Attends meetings with campus constituents as needed regarding student employment issues.

Further facilitates business functions of administrator's office; plays a key role in office automation by performing business functions at the request of, or in the absence of, the supervisor's direct and/or indirect behest; duties may include, but are not limited to: responds to correspondence; researches and prepares data for budget inclusion; assists in writing budget justification; monitors spending and maintains fiscal records; monitors budgets and independently makes transfers as needed; reviews and summarizes fiscal, operational and/or personnel reports; performs personnel functions such as screening job applicants and/or participating in interviews; communicates decisions, directives and/or assignments; participates on committees; organizes conferences.

Performs public relations duties; researches and responds to inquiries and complaints; furnishes information and explains programs to public; works on special events, assignments, and projects as directed; prepares reports, publications, memos, and presentations for dissemination outside work unit.

**OTHER FUNCTIONS AND RESPONSIBILITIES:** Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: Microsoft Office programs and database capabilities; public relations; office management; general office practices and procedures; English grammar and composition; arithmetic that includes addition, subtraction, multiplication and division; records management; business communications; budgeting procedures\*; unit-specific office practices and procedures\*.

Skill in: interpersonal, written, and verbal communication; organization; operation of personal computer, office equipment, and software applications.

Ability to: gather, collate, and classify information according to established methods; collaborate on projects; prepare and deliver presentations; write directives, memos and other publications; define problems, collect data, establish facts, and draw valid conclusions; handle sensitive contacts with public and other work units; deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; interpret instructions in written or oral form; write routine business letters following standard procedures; complete routine forms or records; make appointments; arrange items in numerical or alphabetical order; assess questions and provide appropriate information or referral; pay attention to detail.

(\*) Developed after employment.

**MINIMUM QUALIFICATIONS:** At least an associate degree; or a high school diploma or GED and at least three years of experience in the secretarial and/or administrative professional field to include office management, public relations, and/or general office practices and procedures.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

**SEDENTARY** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.