



Job Title	Student Resource Specialist, I, II, III, IV	Job Code	AD0411, AD0413, AD0417, AD0419
Pay Plan	A&P	Pay Grade	14, 15, 16
Union	Non-Union	FLSA Status	Exempt
Job Family	Advising	Union Code	0
		Subfamily	Student Resources

Job Family & Subfamily Summary

Advising Professionals provide academic advising, counseling and related student services.
Student Resources Professionals plan, manage, and implement programs focused on targeted student populations to enhance their academic success.

Job Summary

Provides student support and/or services to targeted student populations and/or provides a specific service to all students to enhance their academic experience and success.

Representative Duties

1. Student Services

- Provides services and/or support to students to impact retention and graduation initiatives
- Identifies and helps resolve obstacles impeding the success of students or a particular subset of students
- Analyzes students' issues/concerns and provides referrals
- Supports students in meeting educational goals
- Explains academic policies, procedures, and guidelines to students to meet their educational goals
- Coordinates specific programming for students
- Guides students through office and university level administrative processes
- Assesses practices and programming
- Maintains appropriate student records and documents student interactions
- Utilizes technology systems to manage student data
- Develops and manages activities, communication, and outreach with all constituents
- Engages students in a variety of communication and outreach events
- Educates students about the value of the office's services and other resources

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I – AD0412 Pay Grade 14

- Bachelor's degree and 0+ years of relevant work experience
- Provides basic student services

Level II – AS0414 Pay Grade 15

- Bachelor's degree and 2+ years of relevant work experience, or a Master's degree
- Demonstrates knowledge, skills, and abilities to function autonomously as a Student Resource Specialist for relevant programs

Level III – AD0417 Pay Grade 16

- Bachelor's degree and 3+ years of relevant work experience, or a Master's degree and 1+ years
- Assists with specialty assignments, or
- Point of contact or lead for one or more projects/initiatives, providing assessment/evaluation data
- May train or mentor student assistants, peer advisors, and/or Student Resource Specialist Level I and II
- Provides and analyzes assessment/evaluation data and develops reports as needed

Level IV – AD0419 Pay Grade 16

- Bachelor's degree and 4+ years of relevant work experience, or a Master's degree and 2+ years
- Increased scope of responsibility, which may include complex programs, assessment, or other duties
- May function in a lead capacity with limited, non-formal supervision duties
- Analyzes assessment and evaluation data and gauges the impact of programming and efforts
- Assists in developing and implementing office goals and strategies

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.