

## **Student Development Specialist II**

### **Job Code 00001012**

#### **General Description**

Responsible for advising and promoting activities and providing leadership opportunities for Texas State students and the campus community through establishing, implementing, and accomplishing the goals of the student programming board.

#### **Examples of Duties**

Oversee and coordinate delivery of services.  
Answer complex questions and research problems.  
Update records.  
Coordinate web-based services for students needing assistance.  
Update and train staff in changes to policies and procedures.  
Represent the designated department at job fairs, college programs, and other promotional events.  
Evaluate services and write regular reports with appropriate recommendations.  
Plan and conduct undergraduate and graduate orientations.  
Coordinate programs for LBJ Student Center through participation in summer orientation and welcome week activities.  
Prepare and maintain calendar for SACA and CASO offices.  
Conduct event and yearly assessment of programs and activities.  
Approve and monitor expenditures for SACA and FLD.  
Coordinate training and development programs for SACA, Campus Activities and Student Organizations, and FLD.  
Advise in planning SACA leadership retreats.  
Assist SACA in planning the programming budget for the following year.  
May supervise staff.  
Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** word processing, spreadsheet, and desktop publishing software; student development theories and practices; university and department recruiting; supervising and evaluation policies; assigned department; the internet and using MS Office software.

**Skill in:** create clear, concise, and grammatically correct letters, reports, and memos; interacting courteously with a variety of people; working as a team member; directing the work of others, and

motivating output; mediating, and talking to individuals and groups; programming trends; negotiating contracts and planning services; problem solving and decision making; organization and research.

**Ability to:** read and interpret complex policies and procedures, instructions, contracts, reports, and advertising; forecast budget and monitor accounts; perform basic math; manage several complex tasks at one time.

**Educational Experience**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**