Student Development Specialist III

Job Code 50029813

General Description
Oversee day-to-day office operations including student intakes, budget management, strategic planning, and indirectly supervises student staff. Serve as the program administrator for the office’s state-certified Alcohol Education Program for Minor Program with responsibility for teaching, training, collecting data, assessing records management, and reporting to comply with Texas State and TDLR.

Examples of Duties
Develop and maintain a comprehensive Community Service (CS) Program to help students complete sanctions with supporting university department’s operations.
Provide program assessment and statistical analysis for students and sites (volunteer supervisors).
Oversee from-office operations, including student intakes, inquiries, customer satisfaction, and address grievances related to ADCS services.
Responsibility for hiring, training and supervising full-time ADCS staff and student workers.
Responsibility for tracking and verifying completion of assignments.
Lead department of divisional committees as the Sallie Beretta outstanding Senior Woman Award Committee Chair and Equality University Conference Co-chair.
Plan and implement special projects as requested by the Assistant Dean of Students.
Serve as program administrator for Texas Department of Licensing and Regulation (TDLR)-certified Alcohol Education Program for Minors (AEPM), including serving as the instructor of record.
Facilitator for 3rd Millennium Classrooms’ Marijuana 101 education programs and other student development programs.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; Code of Student Conduct; budgeting; alcohol and drug issues; TDLR licensing requirements for Alcohol Education Program for Minors (AEPM) and AEPM instructors, and the student judicial/conduct system; Microsoft Office programs.

Skill in: interacting courteously with faculty, staff, students, parents, attorneys, probation officers; conflict resolution; effectively directing the work of others; working effectively as a member of a team and establish rapport with students, colleagues and the public.

Ability to: process and manage electronic payments; provide and attend training; monitor budgets; perform accurate data entry and prepare accurate written and oral materials.
**Experience and Education**
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**