

Specialist, Student Life

FLSA Status: Non-Exempt

Pay Grade: 11

Job Title ID: 123009

Job Series/Job Family: Student Support & Success Series / Student Life Family

Reports To

Student Life Supervisor with workflow oversight by the Student Life Coordinator at campus location

Job Purpose

To plan, organize, and implement Student Life programs, events, and initiatives on assigned campus.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Serves as first contact with students in assigned Student Life campus office. Meets and greets students, provides information about programs and events, promotes and assists student involvement in programs and activities.
2. Supports campus Student Life programming initiatives; co-advises, trains and assists in the leadership development of student organizations and programming areas including student clubs, organizations, committees, student related special events, and award programs.
3. Provides clerical support for the Student Life Office, performs word processing, maintains databases and files, tracks data and expenditures, schedules appointments, orders supplies and equipment, processes the mail, answers the phone, compiles information for reports, and creates posters and fliers.
4. Oversees activities of the campus Student Life area.
5. Coordinates campus programs and activities, including making arrangements for food delivery, facility use, security, and special equipment; event set up and clean up; parking arrangements; technical requirements; staffing, and other services. Attend events and provide on-site assistance.
6. Coordinates student travel for campus including reservations, driving, chaperoning, and attending travel event, and facilitating on-site workshops.
7. Develops and maintains collaborative relationships with other ACC departments, faculty, staff, students, visitors, and campus groups.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Office procedures and practices.
- Customer service techniques.
- Planning and organizing events.
- Basic budget management.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established, yet variable, work schedule, including frequent evenings and weekends.

- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Entering data, maintaining files, and performing other clerical duties.
- Contributing as a team member and assisting with the organization and implementation of events, activities, and programs.
- Providing timely assistance and information to other ACC departments, faculty, staff, students, visitors, and campus groups.
- Performing complex tasks and prioritizing multiple projects.
- Using independent judgment to plan, implement student development and co-curricular programs.
- Creating, composing and editing written materials.

Computer Skills***Required***

- Demonstrated proficiency at an intermediate level using standard office software applications, including Word, Excel, and Power Point.

Physical Requirements***Required***

- Ability to lift and move 25 pounds.
- Subject to standing, climbing, walking, sitting, reaching, kneeling, pushing, and pulling.
- Work is routinely performed indoors, with occasional events out of doors.

Work Experience***Required***

- One year related work experience.

Preferred

- Two years related work experience.

Education***Required***

- Bachelor's degree.

Other***Required***

- Reliable transportation needed for local Austin area travel.

Safety***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.