SERIES CONCEPT

Student Affairs Officers plan, direct and/or implement campus student affairs programs and perform related duties as required.

Incumbents typically have programmatic responsibility in one or more functional areas such as outreach recruitment and retention; school relations; financial aid; housing; placement; learning skills counseling; admissions; and centralized aspects of student advising.

This series is distinguished from other professional series, e.g., Administrative Analyst and Management Services Officer, by an emphasis on student affairs program planning and implementation as opposed to generalized staff analysis or managerial support functions.

This series is distinguished from the clerical/administrative series by the specialized nature of the work, e.g., requiring judgment based on professional and/or academic expertise, beyond the implementation of administratively prescribed rules, policies, or guidelines. Typically the assignments require expertise in specific functional student affairs areas that is not broadly applicable to other assignments. Such activities as record-keeping, budgeting, purchasing, employee supervision, or processing information that requires minimal program involvement, are not intrinsically programmatic activities.

Examples of duties performed in the series include but are not limited to:

- development and coordination of programs to motivate and prepare special and/or socio-economically disadvantaged junior high school, high school, and community college students for future attendance at the University;
- visiting high schools and community colleges to answer questions regarding the University's admission requirements, available curricular and academic programs, housing, scholarships and financial aids;
- working with deans, provosts, and department chairpersons in ascertaining and communicating the use of transferred units in meeting college and major requirements;
- coordination of campus visits and tours for school and college groups;
- interpretation of and implementation of policies and regulations in functional area, such as student housing, student government, student financial aid, student recreational and cultural activities, international student activities, special student group activities, student academic advising programs and student counseling.
CLASS CONCEPTS

There are no system wide class concepts in use for the Student Affairs Officer series. Please refer to the UCSD Academic Affairs Task and Factor matrices as a resource when classifying Student Affairs Officer positions.

The benchmark level is Student Affairs Officer I. Incumbents typically perform outreach, recruitment and retention, school relations, financial aid, housing, placement, learning skills counseling, admissions, and/or student advising activities. The fully operational level is Student Affairs Officer I.

MINIMUM QUALIFICATIONS

Incumbents are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the positions.

Positions allocated to the supervisory titles must also meet the criteria for supervision as defined in the Guidelines for Requesting Supervisory Designation for Positions.