

**STUDENT AFFAIRS OFFICER SERIES TASK MATRIX
ACADEMIC AFFAIRS**

ASSISTANT SAO	TC: 4360	PSS GRADE 3				
ACADEMIC ADVISING	PROGRAM PLANNING AND IMPLEMENTATION	GRADUATE ADMISSIONS, OUTREACH AND RECRUITMENT	UNDERGRADUATE ADMISSIONS, OUTREACH AND RECRUITMENT	CURRICULUM PLANNING AND IMPLEMENTATION	FINANCIAL SUPPORT	ADMINISTRATIVE/ MANAGEMENT
<p>1. Make initial assessment and refer students to faculty and staff advisers, academic support services, and college advisers as/where appropriate</p> <p>2. Provide general advice on various student petitions, withdrawals, readmissions, leave of absence eligibility, etc.</p> <p>3. Advise students on transfer to other institutions</p> <p>4. Process and manipulate data for on-line automated record systems (e.g., course approximations and degree checks) check lists, planning sheets</p>	<p>1. Coordinate exams, schedule events, catering, audio-visual and other services for orientation</p> <p>2. Assemble orientation package</p> <p>3. Coordinate student prizes and awards. Prepare and update award brochure. Organize year end awards/ graduation ceremony</p> <p>4. Schedule company interviews for students</p>	<p>1. Provide initial assignment of students to faculty adviser</p> <p>2. Collect and compare admissions and financial aid information from competing programs, recommend adjustments to internal policies and procedures</p> <p>3. Assemble application folders</p> <p>4. Perform initial screening of applications</p>	<p>1. Coordinate visits for potential students</p> <p>2. Perform initial screening for majors and pre-majors</p>	<p>1. Survey and/or track competing programs of other universities</p> <p>2. In consultation with advising staff and faculty, draft course approval forms by evaluating current course offerings and programmatic needs</p> <p>3. Coordinate departmental course evaluations</p> <p>4. Coordinate quarterly processes for student evaluation of faculty teaching and courses (departmental &/or CAPE)</p> <p>5. Prepare and revise catalog copy</p>	<p>1. Verify routine information to determine eligibility for financial support, employment, etc</p>	<p>1. Process routine forms using ISIS, IFIS, PPS, the Link family and other online systems</p> <p>2. Provide students, faculty and community with departmental and campus information</p> <p>3. Gather and disseminate information from other units (e.g., International Center, Housing, etc.)</p>

**STUDENT AFFAIRS OFFICER SERIES TASK MATRIX
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SAO I	TC: 4354	PSS GRADE 4				
ACADEMIC ADVISING	PROGRAM PLANNING AND IMPLEMENTATION	GRADUATE ADMISSIONS, OUTREACH AND RECRUITMENT	UNDERGRADUATE ADMISSIONS, OUTREACH AND RECRUITMENT	CURRICULUM PLANNING AND IMPLEMENTATION	FINANCIAL SUPPORT	ADMINISTRATIVE/ MANAGEMENT
<p>1. Advise students in academic decision-making</p> <p>2. Review, analyze, and evaluate degree checks, course approximations, student petitions and other student forms, and make recommendations for approval/disapproval</p> <p>3. Provide faculty and student initial and periodic assessments of students' degree progress</p> <p>4. Coordinate advising efforts with campus units, e.g., interdisciplinary offerings, academic progress, course accessibility to insure student progress toward degree</p> <p>5. Advise new and visiting faculty of academic regulations and departmental practices</p> <p>6. Advise students on the applicability of various international and national programs</p> <p>7. Work cooperatively with Counseling/ Psychological Services and OSD to address specific student issues</p>	<p>1. Provide initial curriculum advising</p> <p>2. Plan and develop content for various departmental programs, e.g., orientation, graduate school seminars, Admit Day, etc.</p> <p>3. Implement/ facilitate and lead discussions; participate as a panelist in various programs including orientation</p> <p>4. Develop, update and edit departmental handbooks, brochures, manuals and other informational materials</p> <p>5. Identify and match student interests with external agencies for purpose of recruitment, internships, and job placement</p> <p>6. Develop, implement, and evaluate career-related workshops, programs and activities</p> <p>7. Provide information, identify potential students, and evaluate special departmental academic programs such as honors programs</p>	<p>1. Represent department at various campus meetings</p> <p>2. Coordinate nomination submission for fellowships</p> <p>3. Create prescreening process and/or prescreen potential applicants</p> <p>4. Coordinate international student visa process</p> <p>5. Coordinate visits for potential students</p> <p>6. Participate in on-campus recruitment programs</p>	<p>1. Create prescreening process and/or prescreen applications</p> <p>2. Coordinate unit enrollment process</p> <p>3. Represent department at various campus meetings</p> <p>4. Analyze and evaluate transcript (calculate GPA) for pre-majors, majors, minors and double majors</p> <p>5. Inform potential students via tours, phone exchanges, travel when necessary</p> <p>6. Participate in on-campus recruitment programs, e.g., in Admit Day, department sponsored events, Preview Day, etc.</p>	<p>1. Analyze and prepare quarterly course schedule</p> <p>2. Review and approve catalog copy for accuracy</p> <p>3. Develop and analyze surveys to determine if curriculum changes are needed and present data</p> <p>4. Coordinate Teaching Assistant assignments</p> <p>5. Track and analyze industry trends that influence curriculum</p> <p>6. Develop and implement methods to monitor and evaluate instructional performance and facilities</p> <p>7. Develop, implement and evaluate departmental programs such as Summer Session course offerings and internships</p>	<p>1. Verify funding availability</p> <p>2. Research and identify external and/or internal sources of student financial support</p> <p>3. Justify request for TA/Reader funding allocation</p> <p>4. Research information sources to determine employment eligibility and prepare on-line forms (PPS)</p> <p>5. Review student grant proposals</p> <p>6. Prepare departmental block grant/fellowship applications</p> <p>7. Distribute & monitor student support funds</p> <p>8. Make TA/Reader assignments</p>	<p>1. Manage student academic records with regard to content, access and retention to comply with UC, State and Federal requirements</p>

**STUDENT AFFAIRS OFFICER SERIES TASK MATRIX
ACADEMIC AFFAIRS**

SAO II / SUP TC: 4353 / 4358 PSS GRADE 5						
ACADEMIC ADVISING	PROGRAM PLANNING AND IMPLEMENTATION	GRADUATE ADMISSIONS, OUTREACH AND RECRUITMENT	UNDERGRADUATE ADMISSIONS, OUTREACH AND RECRUITMENT	CURRICULUM PLANNING AND IMPLEMENTATION	FINANCIAL SUPPORT	ADMINISTRATIVE/ MANAGEMENT
<p>1. Facilitate problem solving sessions for complaints and conflict resolution</p> <p>2. Provide basic crisis management/ intervention</p> <p>3. Perform analysis and offer decision-making strategy in relation to majors, minors and students' long-term goals</p> <p>4. Provide diverse educational counseling requiring knowledge of current educational trends and availability of academic programs</p> <p>5. Advise students on career planning/ options, graduate school and research opportunities</p>	<p>1. Establish relationships with industry and other entities for purposes of student placement, e.g., internships, jobs</p>	<p>1. Responsible for coordinating review process of application files</p> <p>2. Recruit potential students by participating in off-campus outreach activities</p> <p>3. Evaluate applicant files for admission potential prior to faculty review</p> <p>4. Monitor recruitment budget</p>	<p>1. Review, process and/or approve pre-major and major applicants</p> <p>2. Serve as resource in assessing admission criteria for pre-majors</p> <p>3. Recruit potential students by development of and participation in off-campus outreach activities</p>	<p>1. Interpret academic requirements</p> <p>2. Participate in programmatic development planning with appropriate faculty committees</p>	<p>1. Advise faculty, students and staff on departmental support policies and issues</p> <p>2. Propose combined funding allocations for student support</p> <p>3. Approve/ disapprove student financial aid packages</p> <p>4. Review TA/Reader funding allocation</p> <p>5. Draft student grant proposals on behalf of department</p>	<p>1. Establish, maintain, develop and foster mutually beneficial relationships with alumni and external organizations for the purpose of financial support, student placement, student recruitment, department evaluation, career trends, employment, and fundraising</p> <p>2. Produce a variety of statistical reports; analyze information; prepare recommendations and/or summary reports</p>

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SAO III / SUP TC: 4355 / 4356 PSS GRADE 5						
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<p>1. Consult, collaborate, and provide expertise to students, faculty and administrators (e.g., Development Office, OGSR, undergraduate colleges, Financial Aid offices)</p> <p>2. Interpret, analyze and assess reciprocity of courses in all aspects of the curriculum</p> <p>3. Serve as expert resource to faculty on advising</p> <p>4. Analyze, explain and apply academic senate, college and departmental regulations and requirements</p>		<p>1. Develop recruitment programs including recruitment strategies and budgets</p> <p>2. Make recommendations regarding exceptions to policies and procedures</p> <p>3. Serve as resource in assessing admission criteria</p>	<p>1. Interpret departmental and campus policies regarding admission requirements</p> <p>2. Make recommendations for approvals, disapprovals, exceptions and waivers, e.g., restricted majors, pre-majors, pre-minors</p>	<p>1. With faculty preferences, develop annual teaching schedule</p> <p>2. Draft proposals for new curriculum and changes in current curriculum including outline of course structure</p> <p>3. Key resource to faculty on curriculum development.</p>	<p>1. Analyze and develop departmental support policies and procedures</p> <p>2. Coordinate and ensure compliance with funding agencies</p> <p>3. Coordinate support for department, including fund management</p> <p>4. Determine support recipients</p>	<p>1. Approve student forms such as petitions, admissions, leaves of absence, candidacy, degree checks, etc. as delegated</p>