JOB DESCRIPTION

JOB TITLE: Student Development Assistant I

REPORTS TO: Associate Dean of Student Affairs and Enrollment Management; Assistant Dean of Student Affairs and Enrollment Management (EC, NC, PC, SHC)

BASIC FUNCTION: Provides leadership for the Student Development clerks on campus, assists the Associate/Assistant Dean of Student Affairs and Enrollment Management with student orientation, admissions, records, advisement, registration, student activities, and provides clerical assistance.

CLASSIFICATION: Supervisory and Career Confidential

DUTIES AND RESPONSIBILITIES:

1. Coordinates the regular maintenance of student files and maintains office files as necessary.

2. Types correspondence, memoranda, and requisitions as applies to Student Development. Collects and prepares leave requests, payroll sheets and travel reimbursements as applicable at each site.

3. Assists in accepting and forwarding student applications to the Admissions Office (on each campus).

4. Coordinates operation of the front counter registration process and provides training and assistance to other personnel in Student Development.

5. Coordinates student worker hiring and training, and provides day-to-day supervision, of the student workers.

6. Coordinates the preparation and mailing of withdrawal forms and information as requested by students or instructors and follows through with necessary action.

7. Coordinates student appointments for orientation, advisement, testing, and registration.

8. Assists Advisors with record-keeping, advisement, testing, orientation, and recruitment activities.

9. Compiles information and assists in other data collection for reports, recruitment activities, and other office projects.

10. Clerically assists with dual enrollment registration and the tracking of such registrations.

11. Checks orientation attendance and removes registration restrictions following orientation attendance.
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12. Works with students to resolve orientation, testing, advisement, and registration issues that do not require the assistance of an Advisor. Refers students to appropriate campus staff as necessary.

13. Aids the Associate/Assistant Dean with the operation of the office and coordinates with the support staff.

14. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Standard high school diploma or GED required. Must be able to perform general office work with special emphasis on clerical experience, customer service, and communication skills. Must have excellent word processing skills, knowledge of database and spreadsheet programs, and accurate data entry skills. Must have the ability to deal effectively with many situations in a friendly and pleasant manner in a busy environment.

Keyboarding Speed: 45 net words per minute with 95% accuracy
Data Entry 1 – Vendor: 6,200 Keystrokes per Hour with 95% accuracy
Editing & Formatting From Rough Draft: 70% Accuracy

file: Student Development Assistant I
last revised: 8/01/98; 7/01/02; 7/01/05; 4/15/10; 7/1/12; 1/27/16