

Student Affairs Officers Guidelines

Classification Guidelines for Student Affairs Officers

Student Affairs Officer I (PSS 1)

perform operational/journey level professional assignments in one or more areas of functional specialty; work within established policy a procedural guidelines, but are expected to exercise professional judgment in their interpretation and implementation of University policies and procedures. Overall PSS rating is "A"; FLSA designation is non-exempt.

Student Affairs Officer II (PSS 2)

Perform advanced operational professional assignments in one or more functional specialty; develop new approaches or methods (based on expertise in a specialized field) for performing a broad range of duties to meet specified goals; serve as recognized special resource within the program and/or to the campus; work at this level is characterized by a work leader assignment or by independence in maintaining a broad range of working relationships with students, staff and academic personnel, officials of external agencies and the general public in order to interpret, explain and implement University policies and procedures relevant to campus student affairs programs and activities. May supervise. Overall PSS evaluation rating is "A/B"; FLSA designation is non-exempt.

Student Affairs Officer III (PSS 3)

Plan, develop, manage and implement major portions of a department program or activity which may have campus wide impact and/or assist a higher level administrator in the development, management and implementation of the organization's goals and objectives. Serve as a senior member of the department's staff, participate on campus wide committees; act with a high degree of autonomy in program areas with major impact on the department and/or campus; act for or in the absence of the manager/director. Recognized as having advanced specialization and leadership expertise. May supervise. Overall PSS evaluation rating is "B"; FLSA designation varies depending upon position and incumbent's responsibility for subordinate staff. FLSA designation for a Student Affairs Officer III - Supervisor is exempt. FLSA designation for Student Affairs Officer III (non-supervisor) is non-exempt.

Student Affairs Officer IV (PSS 4)

Supervise multi-function programs of limited scope or have full programmatic responsibility for complex single function activities. May act as principal assistant to a higher level Student Affairs Officer or management personnel, typically with authority to make commitments and decisions regarding policies and regulations. Plan or assist in planning long-range goals and implement approved policies within assigned functional areas; maintain uniform and consistent application of student policies and regulations in assigned functional/specialty areas; perform difficult professional work which requires a thorough knowledge of the educational process and its relationship to student affairs programs; supervise the work or other professional and administrative staff. Overall PSS evaluation rating is "B/C"; FLSA designation is exempt.

Student Affairs Officer V (PSS 5)

Full functional responsibility for planning, directing, controlling, and evaluating major campus

wide student affairs programs. Act with a high degree of autonomy in program area with major impact on the campus. Typically supervises other Student Affairs Officers and reports directly to incumbents in University Management and Professional Program. Full managerial responsibility for planning and directing a large and/or complex student affairs program. Overall PSS evaluation rating is "C"; FLSA designation is exempt.

A discipline is a body of knowledge that can be obtained in a recognized major in an institution of higher education. Often the major can prepare an individual to enter a profession...e.g., Accounting Management, Student Services.

Two disciplines identified in Student Affairs Officers are:

1. Student Services
2. Business Management

Student Affairs Officer Specialties:

Academic Advising
Admissions
Career Development
Educational and Cultural Programs
Financial Aid
International Student Programs
Outreach Recruitment and Retention
School Relations
School Advising
Student Conduct
Student Government
Student Housing
Student Organizations
Student Recreational Activities/Programs