Job Title: Student Affairs Specialist  
Job Code: 11127

JOB SUMMARY

The Student Affairs Specialist is responsible for performing specialized duties in support of student affairs functions.

MAJOR DUTIES

Advises students during early registration, open registration and drop/add periods;  
Conducts information sessions for prospective students;  
Interprets college transcripts and makes acceptance decisions;  
Answers application processing questions for new students;  
Processes new student applications;  
Updates admission deadlines and important information to the college website;  
Makes recruitment visits to high schools, career fairs, etc.;  
Answers community inquiries from email and phone calls;  
Writes and updates student information materials;  
Assists faculty with student issues with registration, advisement and academics;  
Assists with the annual college Job Fair;  
Advises student groups.

COMPETENCIES

Knowledge of the mission of postsecondary vocational/technical education  
Knowledge of college programs of study  
Knowledge of financial aid requirements  
Knowledge of related state and federal regulations  
Knowledge of budget development and management principles  
Skill in the operation of computers and job-related software programs  
Oral and written communication skills  
Skill in interpersonal relations and in dealing with the public  
Decision making and problem solving skills

MINIMUM QUALIFICATIONS

Associate degree in a related field *and* Three (3) years of work experience in a related field.
PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.