Student Affairs Officer

University of California, Los Angeles
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Class Specifications - A.30
Student Affairs Officer V – 4351
Student Affairs Officer V Supervisor - 4359
Student Affairs Officer IV - 4352
Student Affairs Officer IV Supervisor - 4357
Student Affairs Officer III – 4355
Student Affairs Officer III Supervisor - 4356
Student Affairs Officer II Supervisor - 4358
Student Affairs Officer II – 4353
Student Affairs Officer I Supervisor - 4348
Student Affairs Officer I - 4354

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, disabled student needs 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, assignments require expertise in specific functional student affairs areas that are not broadly applicable to other assignments. Such activities as record keeping, budgeting, purchasing, employee supervision, or processing information that require 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 socioeconomically 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 and scholarships;
- Researching and performing student counseling related to admissions, financial aid, student loans, scholarships, housing, recreational and cultural activities, academics and student life;
- 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 and implementation of University policies and regulations in student affairs functional area.
Student Affairs Officer

Student Affairs Officer positions are classified at five levels: Student Affairs Officer I (operational); Student Affairs Officer II (advanced operational, or work leader for other professional Student Affairs Officers); Student Affairs Officer III (major program responsibility with departmental impact); Student Affairs Officer IV (campus-wide single or multi-function program responsibility, involving unit supervision); Student Affairs Officer V (full managerial responsibility for planning and directing a large and/or complex student affairs program)

CLASS CONCEPTS

Student Affairs Officer V

Under general direction, incumbents have full functional responsibility for planning, directing, controlling, and evaluating major campus-wide student affairs programs. Incumbents act with a high degree of autonomy in program areas with major impact on the campus. Incumbents typically supervise other Student Affairs Officers and report directly to incumbents in the University Management Program. Incumbents have full managerial responsibility for planning and directing a large and/or complex student affairs program.

Student Affairs Officer IV

Under direction, incumbents supervise multi-function programs of limited scope or have full programmatic responsibility for complex single function activities. Incumbents may act as principal assistants to higher level Student Affairs Officers or Management personnel, typically with authority to make commitments and decisions regarding policies and regulations. Incumbents 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 areas, perform difficult professional work that requires a thorough knowledge of the educational process and its relationship to student affairs programs, and supervise the work of other professional and clerical personnel. This level differs from Student Affairs Officer V in that the latter has full functional responsibility (planning, directing, controlling and evaluating) for major student affairs programs with direct campus-wide impact.

Student Affairs Officer III

With limited supervision, incumbents plan, develop, manage, and implement major portions of a departmental program or activity, which may have campus-wide impact and/or assist a higher-level administrator in the development, management, and implementation of the organizations goals and objectives. Incumbents serve as senior members 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, and act for or in the absence of the manager/director. Incumbents are recognized as having advanced specialization and leadership expertise. Incumbents typically supervise other professional or clerical personnel.

Student Affairs Officer II

Under general supervision, incumbents perform advanced operational professional assignments in one or more areas of functional (specialty) responsibility described in the series concept. Incumbents typically develop new approaches or methods (based on expertise in a specialized field) for performing a broad range of duties to meet specified goals. Incumbents serve as recognized special resources 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 personnel, 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.
Student Affairs Officer

Student Affairs Officer I

Under supervision incumbents perform operational/journey level professional assignments in one or more areas of functional (specialty) responsibility as described in the series concept. Incumbents work within established policy and procedural guidelines but are expected to exercise professional judgment in their interpretation and implementation of University policies and procedures.

MINIMUM QUALIFICATIONS

Student Affairs Officer V

Graduation from college with a major in education, public administration, psychology, or related field and ten years of related experience; or five years of experience with an MA/MS; or an equivalent combination of education and experience; and the knowledges and abilities essential to the successful performance of the duties assigned to the positions.

Student Affairs Officer IV

Graduation from college with a major in education, public administration, psychology, or related field and eight to ten years of related experience; or three to five years of experience with an MA/MS; or an equivalent combination of education and experience, and the knowledge and abilities essential to the successful performance of the duties assigned to the position.

Student Affairs Officer III

Graduation from college with a major in education, public administration, psychology, or related field and seven to nine years of related experience; or an equivalent combination of education and experience, and the knowledge and abilities essential to the successful performance of the duties assigned to the position.

Student Affairs Officer II

Graduation from college with a major in education, public administration, psychology, or related field and five to seven years of related experience, or an equivalent combination of education and experience, and the knowledge and abilities essential to the successful performance of the duties assigned to the position.

Student Affairs Officer I

Graduation from college with a major in education, public administration, psychology, or related field and one to three years of related experience, or an equivalent combination of education and experience, and the knowledge and abilities essential to the successful performance of the duties assigned to the position.