<table>
<thead>
<tr>
<th>Job Level</th>
<th>Entry</th>
<th>Intermediate</th>
<th>Experienced</th>
<th>Advanced</th>
<th>Expert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Entry</td>
<td>Student Academic Specialist 2</td>
<td>Student Academic Specialist 3</td>
<td>Student Academic Specialist 4</td>
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<tr>
<td>Job Code</td>
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<td>Per. Program</td>
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<td>MSP</td>
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<tr>
<td>FLSA</td>
<td>Non-Exempt</td>
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</table>

**Job Family**

- **Student Services**

**Job Summary**

Using specialized knowledge of learning theory, counsels students and develops and implements programs for students to enhance their academic success.

**Job Level**

- **Entry**
- **Intermediate**
- **Experienced**
- **Advanced**
- **Expert**

**Job Title**

- **Student Academic Specialist 2**
- **Student Academic Specialist 3**
- **Student Academic Specialist 4**

**Job Code**

- 4549
- 4550
- 4551

**Tracking Code**

- A0691
- A0692
- A0690

**Per. Program**

- PSS
- PSS
- PSS
- MSP

**FLSA**

- Non-Exempt
- Non-Exempt
- Exempt
- Exempt

**Generic Scope**

- Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making. Employees at this level are expected to acquire the skills and knowledge to perform more advanced work following an agreed upon time in position, through defined training and development planning.

- Professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.

- Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.

- Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues / problems without precedent and / or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.

- Recognized organization-wide expert. Has significant impact and influence on organizational policy and program development. Regularly leads projects of critical importance to the organization; these projects carry substantial consequences of success or failure. Directs programs with organization-wide impact (or may have impact beyond the University) that include formulating strategies and administering policies, processes, and resources. Significant barriers to entry exist at this level.

**Custom Scope**

- Provides a limited range of professional knowledge and strategies related to learning skills for students. Works independently on standard program presentation. May receive guidance from higher level Student Academic Specialists in adapting counseling to specific learning styles and linguistic issues.

- Using skills as a seasoned, experienced professional, applies the full range of knowledge and strategies related to learning skills for students. Works independently, receiving guidance in unusual or particularly complicated situations.

- Using advanced knowledge and strategies related to learning skills for students, and applying specialized expertise, has responsibility for providing a specific broad academic discipline (for example, science, math, social sciences), or major student category. Provides training for pedagogic skills to lecturers and new professors. Works independently, receiving guidance in unusual or particularly complicated situations.

**Key Resp 01**

- Delivers professional academic programs to students that enhance academic success through a course-based format of service for a limited range of learning issues for a narrow field of study in an academic discipline.

- Delivers academic programs to students that enhance academic success through group, one-on-one, and course-based formats of service for a wide range of learning issues in a discipline for a broad scope of academic courses (e.g., lower-

- Utilizing specialized expertise, applies program responsibility for a broad academic discipline or student category to develop and present programs to students to enhance their learning capabilities in groups, or 1 on 1, for a
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<tr>
<td>Job Function</td>
<td>Student Academic Support</td>
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<td></td>
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<tr>
<td>Category</td>
<td>Professional</td>
<td></td>
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<td></td>
<td>(e.g., first-year course writing; a specific course like introductory biology in the sciences; pre-college calculus in math / science). Helps students in critical transition stages, including high school or community college to first year research university undergraduate course work; lower division to upper division; first semester issues; upper division course work to advanced research / capstone-level project; undergraduate to graduate-level academic preparation.</td>
<td>Division writing across the curriculum; a cluster of biological science courses; lower division pre-professional trajectories in math / statistics).</td>
</tr>
<tr>
<td>Key Resp 02</td>
<td></td>
<td>Assesses appropriate needs of students; may refer students to specific student programs such as the disabled student program, financial aid, college / departmental advisors.</td>
<td>Adapts counseling to specific learning styles and linguistic issues.</td>
</tr>
<tr>
<td>Key Resp 03</td>
<td></td>
<td>May adapt counseling to specific learning styles and linguistic issues.</td>
<td>May provide guidance to student tutors.</td>
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<tr>
<td>Key Resp 04</td>
<td></td>
<td>Utilizes academic support service models to support and enhance student learning, academic success, and intellectual development.</td>
<td>Designs a systematic approach for intake testing of under-prepared students.</td>
</tr>
<tr>
<td>Key Resp 05</td>
<td></td>
<td>Mentors undergraduates to enhance disciplinary and professional trajectories.</td>
<td>Selects and administers skill and learning style assessment instruments to identify at risk students as requested by students, academic counselors, tutoring staff, or others.</td>
</tr>
<tr>
<td>Key Resp 06</td>
<td></td>
<td>Applies and administers intake, assessment, and evaluation tools to a broad range of students of varying learning needs and levels of academic preparedness.</td>
<td>Applies and implements innovative academic support service models to support and enhance student learning, academic success, and intellectual development.</td>
</tr>
<tr>
<td>Key Resp 07</td>
<td></td>
<td>Establishes and maintains partnerships with organization departments and units.</td>
<td>Assesses appropriate needs of students, and refers students to specific student programs.</td>
</tr>
</tbody>
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### Job Family
Student Services

### Job Function
Student Academic Support

### Category
Professional

### Job Summary
Using specialized knowledge of learning theory, counsels students and develops and implements programs for students to enhance their academic success.

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<tr>
<td>Key Resp 08</td>
<td>Serves as liaison to specific programs, student service departments, or advising units.</td>
<td>Develops and implements curricula and training for professional courses for teachers and prospective teachers at the graduate and undergraduate levels.</td>
<td></td>
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<tr>
<td>Key Resp 09</td>
<td>Collaborates with faculty, advising units, academic departments, and other student service units to assess students' needs.</td>
<td>Develops evaluative tools and methodologies to assess and evaluate the effectiveness of programs and services.</td>
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<tr>
<td>Key Resp 10</td>
<td>Mentors undergraduates and graduate students to enhance intellectual and professional trajectories.</td>
<td>Establishes and maintains partnerships with organization departments and units on outreach, orientation, academic strategy, and enrichment workshops, community building events, and activities.</td>
<td></td>
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<tr>
<td>Key Resp 11</td>
<td>Provides training for pedagogical skills to undergraduate teachers and implements training for professional courses to teachers and prospective teachers at the undergraduate and graduate levels.</td>
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<tr>
<td>Key Resp 12</td>
<td>Analyzes, synthesizes, and prepares teaching and learning materials / resources for undergraduate tutors, graduate tutors / instructors, and student users.</td>
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<tr>
<td>Key Resp 13</td>
<td>Key Resp 14</td>
<td>Key Resp 15</td>
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<tr>
<td>Education 1</td>
<td>Bachelor's degree in related area and / or equivalent experience / training.</td>
<td>Bachelor's degree in related area and / or equivalent experience / training.</td>
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<td>Education 2</td>
<td>Education 3</td>
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Job Family: Student Services  
Job Function: Student Academic Support  
Category: Professional

Job Summary: Using specialized knowledge of learning theory, counsels students and develops and implements programs for students to enhance their academic success.

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</table>

KSA 01: Knowledge of learning theories and training models.  
Knowledge of how learning skills issues apply to a research institution.  
Knowledge of how learning skills issues apply to a research institution.  
Knowledge of academic curricula.  
Skills in judgment and decision-making.  
Problems solving skills.  
Interpersonal skills.  
Knowledge of current and interpersonal skills.  
May require knowledge of NCAA policies, rules, and regulations.  
Knowledge of strategies in critical thinking, reading, writing, note taking, test taking, and goal setting.  
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**Job Family**  
Student Services  

**Job Function**  
Student Academic Support  

**Category**  
Professional  

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**Job Summary**  
Using specialized knowledge of learning theory, counsels students and develops and implements programs for students to enhance their academic success.  

**Job Level**  
Entry, Intermediate, Experienced, Advanced, Expert  

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**KSA 08**  
Multicultural competencies; knowledge and experience working and interacting effectively with diverse groups of staff, faculty, and student populations.  

**KSA 09**  
Oral and written communication skills; interpersonal and presentation skills.  

**KSA 10**  
Ability to communicate information in small and large group settings.  

**KSA 11**  
Proficient computer skills including databases, word processing, spreadsheets, and web-based systems.  

**KSA 12**  
Knowledge of program development, data gathering, assessment, and evaluation skills.  

**KSA 13**  
Knowledge of current research and theoretical models that influence the application and delivery of academic services (e.g., discipline specific, student-population specific).  

**KSA 14**  
Advanced knowledge on research and theoretical models that influence the application and delivery of academic services (e.g., discipline specific, student-population specific).  

**KSA 15**  
Supervisory skills to hire, train, and provide coaching and guidance to student workers and student interns.  

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**Environment**  
Campus, medical center or other university setting and various external venues.  

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**Career Path 1**  
Student Academic Spec 3  

**Career Path 2**  
Student Academic Spec 4  

**Career Path 3**  
Student Academic Mgr 1  

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Last Revised: 08 December 2016