



Position Title: Student Services Officer
Reports To: Student Services Director and Campus Deans
Classification: Exempt
WC Code: 8869
Job Type: Fifth level Administrator

Major Responsibilities: Coordinate and assist the Student Services Director with the activities of the Student-Services Department. Assist with promoting and executing activities to enhance the cultural, professional and educational growth of students. Provides support to the students and the administration in regards to interactions occurring throughout student's college life.

Specific Duties and Responsibilities:

1. Read, understand and comply with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and institutional effectiveness process.
2. Assist with the Enforcement of regulations and standards found in the University Catalog and Student Handbook when necessary among the student body.
3. Coordinate, and assist with the Commencement ceremony for graduating students for all campuses.
4. Provide recommendations to Director of Student Services and Campus Dean in regards to student feedback with concerns regarding various departments of the college to ensure student satisfaction and resolution.
5. Encourage student participation and provide assistance in developing the Student Government Association for the campus.
6. Issue and enforce the usage of student ID card throughout the campus.
7. Coordinate and assist in executing the educational, professional, and cultural activities that enhance student growth and development.
8. Assist and facilitates with the participation of students in various student organizations.
9. Coordinate and assist with the implementation of the orientation event for new students.
10. Assist with the Safety plan for students and staff for the campus.
11. Provide information on the Family Educational Rights, Privacy Act and the Department of Education Privacy Act rules to students when inquiries arise.
12. Provide continuing education information to students.
13. Maintain graduate students list database for future Alumni Association.
14. Provide health insurance information to domestic and international students.
15. Participate in self studies and committees conducted by the college.
16. Responds to communications (email/voicemail) on a daily basis.
17. Performs other duties as assigned.

If you wish to apply for this position, please click on the link below:

https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=14715&lang=en_US