



Job Specification

Job Title: Student Development Specialist
BCAT Code: 410X BZ
Pay Grade: G11

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Monitors student development activities.

Examples of Duties

- Conducts individual and group advisement, and leadership development activities.
- Conducts academic support activities such as tutoring and mentoring.
- Coordinates development programs such as retreats and workshops.
- Advises student leaders on various development programs.
- Assists in planning cultural activities.
- Develops newsletters and promotional materials for programs.
- Evaluates developmental programs to determine effectiveness and need.
- Develops new developmental programs.
- Assists students with academic progress and needs.
- Trains staff and faculty working with students with special needs.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of student development topics such as leadership, conflict resolution, etc.
- Effective oral and written communication skills.
- Ability to work with a diverse group of people.

Minimum GSU Hiring Standards

Bachelor's degree and two years experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.