

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Student Services Coordinator/Advisor 1/1481**

Function and General Scope

Positions assigned to this class exercise professional judgment within established guidelines and are responsible for participating and/or coordinating the development, implementation, and/or administration of student services programs and initiatives and/or advising and counseling students in functional areas such as admissions, athletics, career services, financial aid, recruitment, registration, student activities, and other forms of student services.

Responsibilities include, but are not limited to implementing systems and methods for student programs and services; providing day-to-day contact with, advising, and counseling of students; interpreting and enforcing academic policies and procedures as they pertain to the organization; monitoring and evaluating student services and operational effectiveness; providing information and clarification regarding University policies/procedures to students, faculty, staff and parents; award adjustments, needs analysis, financial aid, career services, teacher preparation field placements, recruitment activities and other forms of student services; representing the organization with internal and external constituents.

Classification Requirements (Minimum Qualifications)

Bachelor's degree and two (2) years of professional work experience in student services or related education/experience. A Master's degree in a related field may substitute for one (1) year of professional work experience. Any combination of relevant education and professional experience may be substituted for the educational requirement on a year-for-year basis.