

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 2/1482**

**Function and General Scope**

Positions assigned to this class are responsible for leading others and/or performing senior-level professional duties in 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; advising and counseling of students; preparing University policy, procedures and updates; developing and participating in student workshops; functioning as a liaison with University faculty, supervisors, and internal and external constituents; monitoring and evaluating student services and operational effectiveness, and effects changes required for improvement. May be responsible for specialty area.

**Classification Requirements (Minimum Qualifications)**

Bachelor's degree and three (3) years of professional work experience in student services or related education/experience. Experience leading or directing the work of others. 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.