

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 Manager/1440**

Function and General Scope

Positions assigned to this class are responsible for managing operations, programs or services and the application of a broad range using independent judgment to non-routine matters having a significant effect on student choices and actions and an impact campus wide. Duties include fiscal planning, budget, developing – administering policies and procedures. Positions supervise staff, allocate resources and are responsible for unit results.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in a relevant field and four (4) years of progressively responsible experience in a field related to the functional managerial area which has included at least one (1) year of supervisory experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis. A Master's degree in a relevant field may be substituted for up to one year of the required experience.