

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 3/1483**

**Function and General Scope**

Positions assigned to this class utilize a comprehensive depth of knowledge or expertise needed to deal with the diversity and complexity of issues and are responsible for overseeing the functions of a group of employees involved in 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, career services, recruitment, registration, student activities, and other forms of student services.

Responsibilities include, but are not limited to overseeing and managing the operations of a student services' unit, ensuring compliance with the University, state, and federal laws, policies, and regulations; implementing systems and methods for student programs and services, advising and counseling students; providing leadership at workshops or university-wide projects focused on student services.

**Classification Requirements (Minimum Qualifications)**

Bachelor's degree and four (4) years of professional work experience in student services or related education/experience. One (1) or more years of 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.