

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.