

Ohio University – Compensation 2014
Job Family: Student Affairs | Career Track: Individual Contributor

Develops, implements, facilitates, and evaluates various programs focused on assisting students in successfully integrating into the University environment. Programs include those that support academic, co-curricular, student governance and leadership, and focused services to promote the retention and success of the multicultural population. Responsibilities include counseling students and student organizations; developing and providing appropriate educational programs, workshops, and presentations; promoting and facilitating a multicultural University, ensuring access and support to a wide range of students; preparing communication materials and website updates to inform and market unit capabilities and offerings to other organizations; investigating and resolving complex student disciplinary issues; preparing grant/funding requests; acting as a liaison and establishing support networks within the University and community; and developing tutoring and other student support services. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Individual Contributor I	Individual Contributor II	Individual Contributor III	Individual Contributor IV	Individual Contributor V
Accountabilities	<p>PEOPLE Hires, trains, and manages student employees. Works closely within internal and external customers to provide student services.</p> <p>OPERATIONS Assists in the development, implementation, coordination, and evaluation of student-focused programs and services including leadership training, orientation, student learning and tutoring programs, residence life and recreation programming, and multicultural student access and retention. Assists in the development of internal and external communications about student affairs including hard-copy and website updates. Promotes and markets services. Provides guidance to students, student groups, and organizations. Presents information at training, workshops, and informational programs for students and student organizations. Coordinates special programs and services for assigned groups/customers.</p> <p>BUDGET Assists in the preparation of grants and oversees/monitors assigned budget(s).</p>	<p>PEOPLE Develops relationships within the University community (including students, faculty, administrators, parents, and community members) to build and advance student services programs.</p> <p>OPERATIONS Develops and implements student-focused programs and services including leadership training, orientation, student learning programs, residence life and recreation programming, and multicultural student access and retention. Conducts assessments and evaluations; analyzes programs and operations. Assists in resolving student conduct and disciplinary issues. Develops training, workshops, and informational programs for students and student organizations. Coaches students and student organizations in leadership and organizational oversight roles.</p> <p>BUDGET Develops, analyzes, and/or administers budget(s) and/or grants.</p>	<p>PEOPLE Develops partnerships with the internal and external University community (Facilities Management, Human Resources, Institutional Equity, Auxiliary Services, Academic Leadership, student organizations, Ohio University Police, and other related University departments) to advance and enhance the student experience.</p> <p>OPERATIONS Researches, plans, coordinates, promotes and evaluates student-focused programs and services including leadership training, orientation, student learning programs, residence life and recreation programming, and multicultural student access and retention. Establishes program goals and objectives. Resolves student conduct and disciplinary issues. Presents at formal disciplinary hearings, prepares appeals, meets with victims and advocates. Oversees recognition and reward programs for students, student groups, and organizations. Plans and develops training, workshops, and informational programs for students and student organizations.</p> <p>BUDGET Develops and manages program budget(s) and/or grants.</p>	<p>PEOPLE Collaborates with members of the internal and external University community to initiate, develop, and provide oversight to student services programs and to enhance the student experience.</p> <p>OPERATIONS Develops and implements strategic plans for student-focused programs and services including student acclimation, learning, multi-cultural, and co-curricular programs. Interprets and reviews policies; makes recommendations for new or revised policies. Writes, negotiates, and manages agreements/contracts. Reviews assessment and evaluation results and recommends and/or implements new or revised programs. Represents program with internal and external audiences.</p> <p>BUDGET Administers program budget(s). Forecasts budget considering internal and external factors influencing budget parameters.</p>	<p>PEOPLE Collaborates with college deans, campus executives, and department directors to develop and enhance students' curricular and/or co-curricular experiences.</p> <p>OPERATIONS Develops, communicates, and implements vision and strategic plans for large and/or complex student affairs program. Develops strategies for and oversees complex student affairs-related emergency and crisis response procedures. Evaluates programs and services effectiveness and applicability to meet current and future student and University needs and recommends new programs, as appropriate. Develops new or revised policies and procedures based on assessment of University and student needs. Adapts precedent and makes significant departures from traditional approaches to develop solutions.</p> <p>BUDGET Establishes and administers program budget, which is large in scope.</p>

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Requirements	Knowledge and expertise in concepts, principles, and practices of student affairs typically obtained through a Bachelor's degree and 0 to 2 years of student affairs-related experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Advanced knowledge and expertise in concepts, principles, and practices of student affairs typically obtained through a Bachelor's degree in counseling, education, business, or related field and 2 to 4 years of related student affairs work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Seasoned knowledge and expertise in concepts, principles, and practices of student affairs typically obtained through a Master's degree in counseling, education, academic administration or related field and 2 to 4 years of related student affairs work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Expert knowledge and expertise in theories, concepts, and practices of student affairs typically obtained through a Master's degree in counseling, education, academic administration or related field and 4 to 6 years of student affairs-related work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Pre-eminent knowledge and expertise in theories, concepts, and practices of student affairs typically obtained by a Master's or postgraduate degree or equivalent and more than 8 years of student affairs-related work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.

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