Job Title: Student Development Specialist

BCAT Code: 09JX24
Pay Grade: G11
FLSA Status: Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Monitors the student development activities.

Examples of Duties
- Conducts individual and group advisement, and leadership development activities.
- Conducts academic support activities, such as tutoring and mentoring.
- Coordinates development programs, such as retreats and workshops.
- Advises student leaders on various development programs.
- Assists in planning cultural activities.
- Develops newsletters and promotional materials for programs.
- Evaluates developmental programs to determine the effectiveness and need.
- Develops new developmental programs.
- Assists students with academic progress and needs.
- Trains faculty and staff working with students with special needs.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of student development topics, such as leadership, conflict resolution, etc.
- Effective oral and written communication skills.
- Ability to work with a diverse group of people.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.