



## Job Classification Description

**STUDENT DEVELOPMENT COORDINATOR**  
**VSC – UP PAT Bargaining Unit**

**GRADE 12**  
**EXEMPT**

### **BASIC FUNCTION**

Perform a variety of tasks in Academic Support Services including providing support services to TRIO students; serving as academic advisor to several groups of students and managing learning technologies for student services.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Provide timely and appropriate services for students with disabilities.
- Serve as academic advisor to Transitions students and EDP students.
- Assist in grading Writing Assessment Exams for EDP students.
- Manage the department's technology including maintaining hardware, installing software, troubleshooting, researching new resources and managing the website.
- Oversee the career development program for Transitions and TRIO students, including administering relevant inventories and providing information on making the transition from college to graduate school and work.
- Work with other staff planning the summer Transitions program, advising undecided students and monitoring students on probation.
- Create, edit and update various publications and communications, internal reports and surveys.
- Perform various activities associated with assigned functions such as preparing activity and progress reports and evaluating services.
- Confer regularly with supervisor, other student services staff, other college personnel and community agencies.
- Serve on the Liberal Arts Program Committee.

### **SUPERVISION RECEIVED**

General supervision is received from the Director of Student Support Services.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in education, behavioral sciences; special education, or appropriate field required, with Master's degree desirable, plus two to four years relevant experience.

- Broad base of knowledge and skills related to educational programs and approaches for people with learning disabilities and special student groups, such as adults returning to school.

- Experience in administering and assessing career inventories.
- Experience advising students.
- Knowledge of learning disabilities and experience in interpreting diagnostic tests and/or providing accommodations to students with learning disabilities.
- Excellent writing and communication skills.
- Knowledge of learning resources for students with disabilities.
- Ability to deal effectively with a wide range of college personnel as well as community service agencies and others outside the college.