

# Non-Classified Central Pool Justification Form



<b>Institution:</b>	<b>Arkansas Tech University-Ozark</b>	<b>Date:</b>	<b>4/30/2014</b>
<b>Requested Authorized Title:</b>	Student Development Specialist	<b>LIM:</b>	\$76,868
<b>Working Title:</b>	Student Development Specialist	<b>Estimated Salary Range:</b>	\$30,000-\$40,000

<b>Board Approval Date</b>	<b>April 17, 2014</b>
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**Justification**

Due to the growth in student enrollment of over 600% since 2003, this position is needed to sustain staffing in the Office of Student Services. Duties will include retention services, parent services and outreach, orientation, coordination of special events, student support and financial aid guidance, academic advising, and enrollment management. The position is vital to the support of the growing student population and will provide the opportunity to develop new programs to continue to adapt to student needs.

**Educational Requirements**

Bachelor's degree in student affairs, customer service, marketing or related field.  
 Unique skills include but are not limited to:  
 Excellent communication skills, both oral and written  
 Intrinsic motivation that can be communicated to others  
 Knowledge of computer systems to include Microsoft Office products and main frame systems  
 Ability to speak in front of large groups  
 Understanding of Higher Education processes in student services, financial aid, and the importance of confidentiality of records.  
 Experience with leading or training others  
 Desire and ability to help others to achieve goals  
 Ability to evaluate documents, interpret information and compile reports

**Duties**

Duties include but are not limited to student and parent services in the areas of outreach, orientation, student support, financial aid guidance and academic advising. In addition, the position will be responsible for enrollment management, coordination of special events and supervision of student activities.

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## Additional Information

This will be a new position. The responsibilities are currently covered by other staff members in the Office of Student Services; however the growing student population requires additional staff to focus on these areas to better adapt to student needs. This position will report to the Associate Registrar.

## Decision (for official use only)

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Approved                    | <input type="checkbox"/> Rejected |
| <input type="checkbox"/> Approved with modifications | <input type="checkbox"/> Deferred |

## Justifications

## Signatures (for official use only)

Institutional Finance		Date:	
ADHE Director		Date:	