MOHAWK VALLEY COMMUNITY COLLEGE  
UTICA AND ROME, NY  
Job Description

POSITION: Student Services Specialist 
REPORTS TO: Director of Campus Services 
DEPARTMENT: Rome Campus

BROAD FUNCTION:
Provides a range of student services emphasizing enrollment growth, academic success, and meeting student needs. Provides assistance to students in most areas of student services including but not limited to financial aid, orientation, and special needs. Coordinates cultural events for Rome Campus.

MAJOR RESPONSIBILITIES:

1. Collaborates with faculty, staff, and students (representing Rome Campus, Utica Campus, and MVCC Online) to identify relevant needs, establish priorities, and achieve specific goals;

2. Coordinates Cultural Series events on Rome campus;

3. Advises students and prospective students on educational and career matters, consistent with best practices of student development, and makes referrals to college offices and community agencies as appropriate;

4. Processes student transactions including but not limited to admissions, financial aid, change of academic major, transfers, and payments;

5. Accesses and manipulates electronic data, maintains records, compiles and analyzes statistics;

6. Responsible for coordinating ex-offender intake interviews in conjunction with Director of Judicial Affairs;

7. Conducts in-class presentations on various topics related to Student Services;

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Rome Campus

8. Promotes campus- and college-wide initiatives including but not limited to cultural programs;

9. Facilitates progress toward optimal levels of productivity, organizational quality, service, community, and academic integrity, and meets regularly with supervisor and others to set specific goals in these areas and review progress;

10. In the absence of the Director, oversees all aspects of the Rome Student Services Center;

11. May oversee student assistants and/or work studies;

12. Plans and coordinates community outreach activities;

13. Performs other duties as assigned.

QUALIFICATIONS:

Bachelor’s degree in appropriate field and experience in educational or community institutions required. Master’s degree preferred. College admissions, and/or financial aid experience, preferably in a community college also preferred.

SALARY:  AFFILIATION:  TERM:
Grade 3  Professional  12-Month

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