UCSB STUDENT AFFAIRS OFFICER (SAO) SERIES CONCEPTS

This series varies from campus to campus. Some campuses have a condensed series with only 4 levels while UCSB has a series spread across 5 levels, SAO I - V.

Series Description:

Student Affairs Officers plan, direct and/or implement campus student affairs programs and perform related duties as required. Incumbents typically have programmatic responsibility in one or more functional areas such as outreach; recruitment and retention; school relations; financial aid; housing; placement; learning skills counseling; admissions; low income and/or disabled student needs and centralized aspects of student advising.

This series is distinguished from other professional series (e.g., Administrative Analyst, Management Services Officer) by the work requiring judgment based on professional and/or academic expertise, beyond the implementation of administratively prescribed rules, policies or guidelines.

Competencies:
- Admissions counseling;
- Academic counseling;
- Financial aid counseling;
- Housing information advice;
- Student Life counseling;
- Campus outreach.

Class Concepts:

The following standards will be applied on a consistent basis to all clients:
- Interprets and implements SAO policies and regulations in functional area, such as housing, government, financial aid, recreational and cultural activities, international education activities, special student group activities, academic advising programs and student counseling.
- Researches and performs student counseling regarding the University’s admission requirements, available curricular and academic programs, housing, scholarships and financial aid.
- Works with deans, provosts, and department chairpersons in ascertaining and communicating the use of transferred units in meeting college and major requirements; administers changes in curriculum and may proctor exams.
- Demonstrates working knowledge of policies and procedures applicable to SAO functional area.
- Exercises professional judgment in interpretation and implementation of University policies and procedures.
- Maintains broad working relationship with students, staff personnel, academic personnel, officials of external agencies and general public.

Benchmark Level = Student Affairs Officer II

FLSA Status of Benchmark = Non-Exempt

4354 Student Affairs Officer 1 (PSS Grade 1)

4348 Student Affairs Officer I - Supervisor (PSS Grade 1)

Perform operational/journey level professional assignment in one or more areas of functional (specialty) responsibility; work within established policy and procedural guidelines, but are expected to exercise professional judgment in their interpretation and implementation of University policies and procedures. Designation is non-exempt. Supervisory Title: Must meet the HEERA definition of "supervisor", typically supervises those in the admin. assistant series or equivalent.
4353 Student Affairs Officer II (PSS Grade 2)
4358 Student Affairs Officer II - Supervisor (PSS Grade 2)

Perform advanced operational professional assignments in one or more areas of functional (specialty) responsibility; develop new approaches or methods (based on expertise in a specialized field) for performing a broad range of duties to meet specified goals; serve as recognized special resources within the program, and/or to the campus; work at this level is characterized by a work leader assignment or by independence in maintaining a broad range of working relationships with students, staff personnel, academic personnel., officials of external agencies and the general public in order to interpret, explain and implement University policies and procedures relevant to campus student affairs programs and activities. Designation is non-exempt. Supervisory Title: Must meet the HEERA definition of "supervisor", typically supervises admin assistants and other SAO's at the same level or below.

7965 Student Affairs Officer III - Exempt (PSS Grade 3)
4356 Student Affairs Officer III - Supervisor (PSS Grade 3)

Plan, develop manage and implement major portions of a department program or activity which may have campus-wide impact and/or assist a higher level administrator in the development, management and implementation of the organization's goals and objectives. Serve as a senior member of the department's staff, participate on campus-wide committees; act with a high degree of autonomy in program areas with major impact on the department and/or campus; act for or in the absence of the manager/director. Recognized as having advanced specialization and leadership expertise. Typically supervises other professional or clerical personnel. Designation is exempt. Supervisory Title: Must meet the HEERA definition of "supervisor", typically supervises other SAO's at lower levels or higher level administrative assistants.

4352 Student Affairs Officer IV (PSS Grade 4)
4357 Student Affairs Officer IV - Supervisor (PSS Grade 4)

Supervise multi-function programs of limited scope or have full programmatic responsibility for complex single function activities. May act as principal assistant to higher level Student Affairs Officer or management personnel, typically with authority to make commitments and decisions regarding policies and regulations. Plan or assist in planning long-range goals and implement approval policies within assigned functional areas; maintain uniform and consistent application of student policies and regulations in assigned functional (specialty) areas; perform difficult professional work which requires a thorough knowledge of the educational process and its relationship to student affairs programs; supervise the work of other professional and clerical personnel. This level differs from Student Affairs Officer V in that the latter has full functional responsibility (planning, directing, controlling and evaluating) for major student affairs programs with direct campus-wide impact. Campus-wide single or multi-specialty program responsibility involving unit supervision. Designation is exempt. Supervisory Title: Must meet the HEERA definition of "supervisor", typically supervises lower level SAO's’

4351 Student Affairs Officer V (PSS Grade 5)
4356 Student Affairs Officer V - Supervisor (PSS Grade 5)

Full functional responsibility for planning, directing, controlling and evaluating major campus-wide student affairs programs. Act with a high degree of autonomy in program area with major impact on the campus. Typically supervise other Student Affairs Officer and report directly to incumbents in University Management and Professional Program. Full managerial responsibility for planning and directing a large and/or complex student affairs program. Designation is exempt. Supervisory Title: Must meet the HEERA definition of "supervisor", typically supervises lower level SAO's.