



## Classification Description

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**Job Title:** Specialist, Student Involvement

**Pay Grade:** 106

**Job Code:** 4399

**FLSA Status:** Non-exempt

### **Job Purpose**

The Specialist, Student Involvement is responsible for Registered Student Organizations (RSOs) and co-curricular programming on all Florida SouthWestern State College (FSW) campuses. The Specialist, Student Involvement, reports directly to the Assistant Director, Student Involvement, and will implement and evaluate initiatives supporting RSOs and programming for all FSW campuses. This position will manage Bucs Corner and provide appropriate training and support for all FSW campuses.

### **General Responsibilities**

#### **Essential Functions**

Plans, schedules, creates, and implements co-curricular programming that focuses on promoting and providing educational, social, cultural, community service programs, student activities, and other campus events that facilitate student development, increase retention and graduation rates, and enrich student life at Florida SouthWestern State College.

Assists with off-campus activities, specifically focused on Registered Student Organization events, wellness, and programming, with the Student Involvement team.

Implements initiatives, programming, and involvement related to RSOs for all FSW campuses.

Creates and implements RSO annual events and trainings.

Serves as Student Involvement liaison with RSOs to evaluate and expand campus resources and services.

Maintains and initiates regular communication between Student Involvement and RSOs.

Works closely with RSO advisors and executive board members to provide support for RSOs.

Recommends and implements new sports clubs, organizations, or committees.

Trains and maintains consistent communication and contact with advisors and executive boards for new sports clubs, organizations, or committees.

Manages, promotes, and maintains Bucs Corner and provides appropriate training for new users and RSO orientations.

## SPECIALIST, STUDENT INVOLVEMENT

Provides leadership and guidance to student organizations on establishing new groups, developing programs, travel, and organizational problem-solving issues.

Works collaboratively with professional staff to plan and implement Student Life-sponsored events.

Evaluates and assesses initiatives and programming.

Meets weekly with Student Involvement team for one-on-ones and staff meetings.

Administers and communicates appropriate risk management procedures for a consistent and safe programming environment and provides assessment measures as part of the maintenance, enhancement, and/or elimination of programming, training, dedicated events, and program initiatives.

Assists Student Involvement team with programming, training, and campus partners for all FSW campuses.

Serves on various campus committees, as assigned.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail to determine if she/he can perform the job's essential functions with or without reasonable accommodation.

### **Knowledge, Skills, and Abilities**

#### **Minimum Qualifications**

Associate's degree from a regionally accredited institution of higher education in business, communications, public relations, English, or a related field.

One (1) year of full-time, professional work experience in a student services area of higher education or related field. An appropriate combination of education and experience may be substituted.

Experience in development and implementation of extensive staff training and evaluation programs.

Demonstrated experience with program development, safety, and risk management. Strong organizational, interpersonal, and communication skills.

Ability to work a flexible schedule including nights and weekends.

Ability to travel to businesses, schools, and other community contact locations independently.

Ability to demonstrate sensitivity and a strong commitment to working with a diverse student and faculty/staff population, along with the ability to demonstrate creativity, sound judgment, professionalism and dedication, and practice of sound student development principles.

## SPECIALIST, STUDENT INVOLVEMENT

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students, and the public.
- Ability to work evenings and weekends.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail-oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze, and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures used and can read, interpret, and follow procedural and policy manuals related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance, and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action, and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities, and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicate and collaborate with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

## SPECIALIST, STUDENT INVOLVEMENT

### **Work Conditions/Physical Demands/Special Conditions**

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking, and carrying equipment. On occasion, incumbents may be required to lift 40 or more pounds.
Environmental:	Normal general office with occasion of outside working conditions.
Mental:	Routinely requires the ability to interpret, analyze, and perform critical thinking skills.

Approved: April 30, 2025. Revised: July 28, 2025.