



**Advising, Career and Student Services  
University of Kansas Job Title Definitions**

**Job Family Definition:** Provides guidance to students, staff and the public regarding academic policies, educational and career goals and/or personal issues. Supports students with all aspects of their University campus life.

Proposed Title	Description	Minimum Qualifications
Academic Advisor Senior A-09 (\$41,299 - \$61,947)  Job Code: 000398	Provides complex advising and guidance to assigned students on academic and/or personal issues to include: degree planning, academic support services, graduation requirements, academic policy issues, degree certification, and degree auditing. Evaluates students' eligibility for admission. Presents information at admissions or orientation events. Acts as liaison with students, parents and/or public. May work with special student populations. May oversee scholarship and awards processes. May lead technology initiatives, coordinate projects with campus or community partners to execute new initiatives, and/or develop best practices in providing student support services. May supervise staff. May teach classes and/or provide training.	Bachelor's with minimum of three years of experiences OR Master's with minimum of one year of experience with relevant student program development, organization, implementation, and evaluation.
Academic Advisor A-08 (\$36,709 - \$55,065)  Job Code: 000394	Provides advising and guidance to students on academic and/or personal issues to include: degree planning, academic support services, academic policy issues, graduation requirements, degree certification, degree auditing, and/or general administrative guidance. May perform these services in an advisory capacity to campus units. May present information at admissions or orientation events and act as liaison with students, parents and/or public. May coordinate scholarship and or funding processes. May teach classes and/or provide training.	Bachelor's degree with one year relevant experience OR Master's degree.
Academic Accommodations Advs A-09 (\$41,299 - \$61,948)  Job Code: 000301	Interprets complex psychological, medical, hearing, and psycho-educational evaluations from medical and psychological professionals. Consults with diagnosticians as necessary. Works with students to determine reasonable accommodations based on pertinent laws and regulations. Facilitates the accommodation process, working with students, their families, faculty and staff as necessary. Educates students, families, faculty and staff on appropriate services for and communications with student's disabilities. Maintains records of interactions; assesses effectiveness of accommodations and accommodation processes. Works with other administrative units as necessary. May supervise student staff.	Bachelor's degree with three years relevant experience or Master's degree with one year relevant experience.
Career Advisor Senior A-09 (\$41,299 - \$61,948)  Job Code: 000403	Educates students about the career development, planning, and implementation process through individual and group consultations, including use and interpret career assessments. Designs and presents career related workshops and presentations. Assists students in connecting with employment and experiential learning opportunities. Collaborates with partners on projects that will enhance career opportunities for students. May supervise staff. May provide formal university instruction. May be assigned specific program responsibilities. May work with special student populations.	Bachelor's degree with minimum of three years of relevant experience or Master's with minimum of one year of experience.
Career Advisor A-08 (\$36,710 - \$55,065)  Job Code: 000402	Educates students about the career development, planning, and implementation process through individual and group consultations. Presents career related workshops and presentations. Assists students in connecting with employment and experiential learning opportunities. Collaborates with partners on	Bachelor's degree required. Minimum of one year relevant experience.

	projects that will enhance career opportunities for students. May work with special student populations.	
Career Coordinator Senior A-08 (\$36,710 - \$55,065)  Job Code: 000405	Develops, organizes and coordinates the interactions between external partners and the university related to experiential learning or post graduate employment of students including career networking events, on-campus interviews and job postings. Develops and coordinates partnerships with local and national employers, alumni and/or advisory boards to facilitate student experiential learning, employment and other partnerships. Designs, collects, analyzes and reports data from employers and students. May supervise staff.	Bachelor's degree and two years of professional experience or a Master's degree.
Career Coordinator A-07 (\$33,296 - \$48,281)  Job Code: 000404	Organizes and coordinates or may develop and lead the logistics of interaction between external partners and the university related to experiential learning or post graduate employment of students including career networking events, on-campus interviews and job postings. Works with other staff and/or units to develop and distribute marketing and communication information. Collects data from employers and students. May supervise students. Maintains systems supporting outreach activities.	Bachelor's degree or four years relevant experience.
Deaf/Hard Hearing Srvc Coord A-09 (\$41,298 - \$61,948)  Job Code: 000406	Coordinates services to insure equal access to coursework, out of class activities, co-curricular activities, and institutional events for individuals who are deaf or hard of hearing including sign language interpreting and computer assisted real-time transcription (CART). Supervises internal interpreting staff and external contract service providers. Provides direct interpreting service and technical consultation on and assessment of technology-based accommodations; resolves concerns and issues. Trains faculty and staff on working with interpreters and/or CART. May participate in grant projects.	Bachelor's degree in Interpreting, Speech-Language-Hearing, Social Welfare, Rehabilitation Counseling, Special Education or other related field. Two years of experience providing or coordinating services for students who are deaf/hard-of-hearing in a post-secondary environment Sign Language Interpreter Certification consisting of: KQAS Level 5 (or other state QA level 5 equivalent) in interpreting and transliterating, or Signing Exact English (SEE), or RID CI, CT or NIC, NIC-Advanced, NIC-Master.
Residence Life Complex Manager A-07 (\$33,297 - \$48,281)  Job Code: 000415	Manages and directs staff responsible for resident services and residential education programs for an on-campus housing community. Supervises administrative staff responsible for service desk operations, occupancy management, and communication with residents. Serves as the senior complex contact in crisis response activities. Supervises, trains and evaluates graduate and undergraduate students in their work with all residential aspects of the complex. Manages response and coordinates university process for conduct issues including reporting on conduct violations, coordinating review and appeal process. May assist with summer conferences and other residential educational programs.	Master's degree in Higher Education Administration, Student Affairs Administration, or related field and minimum of one year relevant experience. Additional remuneration provided for living expenses.

<p>Student Program Manager A-10 (\$47,493 - \$71,240)</p> <p>Job Code: 000417</p>	<p>Manages student service programs for a school or division. Student services for graduate or undergraduate programs may include: recruitment, admissions, enrollment, advising, and/or career services. Represents school or division with campus departments, advisory boards, professional organizations, and/or other internal or external contacts to coordinate program activities and establish/maintain relationships for program resources. Collects, analyzes, and reports data for program assessment and revision. Oversees program compliance. Supervises staff.</p>	<p>Bachelor's degree plus two years related experience or a Master's degree. Degree is dependent upon area of discipline or a degree equivalency may be allowed in some discipline areas.</p>
<p>Student Program Coord A-08 (\$36,709 - \$55,065)</p> <p>Job Code: 000416</p>	<p>Meets with students individually and in groups to assess appropriate program placement with regard to academic, personal, and/or specialized requirements. Instruct students on the assessment of academic credit or other program requirements. Advise students regarding related enrollment and course selection. Assist in developing and offering orientation sessions for program participants. Identify available openings for KU students in sponsored programs. Negotiate with those counterparts regarding KU student participation. Develop program budgets in conjunction with faculty directors and other staff. Design program-specific handbooks/materials and develop supporting program materials. May coordinate application and acceptance procedures. Serve as liaison with other program sponsors on and off campus, providing student information as appropriate.</p>	<p>Bachelor's with one year of relevant experience or Master's.</p>
<p>International Advisor Senior A-09 (\$41,298 - \$61,947)</p> <p>Job Code: 000410</p>	<p>Counsels, advises and consults with international students, visiting scholars and/or faculty/staff on matters related to visas and other immigrant and/or non-immigrant status regulations. Provides expert guidance on higher-level immigration policy and regulatory issues. May supervise, train, and verify the work of immigration advising staff and/or student employees to ensure accuracy and compliance. Interprets non-immigrant and immigrant status regulations, policies and practices to students, faculty and staff of the university community. Monitors regulatory compliance of the institution and individuals under KU's visa sponsorship. Designs and implements immigration-related policies and procedures to ensure compliance. May serve as a liaison/mediator between students and academic personnel. Assists in the development, implementation, and presentation of specialized and highly technical workshops, seminars events and programs on campus and for external professional associations. Develops, processes, and maintains immigration and employment related forms and documents, reports data to appropriate government agencies/systems. Interacts with government agencies and advocates for international faculty, staff, and/or students. Coordinates immigration/document check-in processes. May manage international orientation and training programs for international faculty, students, and staff. Develops and issues required regulatory letters.</p>	<p>Bachelor's degree and three years of related professional experience OR Master's and 1 year of experience.</p>

<p>International Advisor A-08 (\$36,710 - \$55,065)</p> <p>Job Code: 000409</p>	<p>Counsels, advises and consults with international students, visiting scholars and/or faculty/staff on matters related to visas and other immigrant and/or non-immigrant status regulations. Interprets non-immigrant and immigrant status regulations, policies and practices to students, faculty and staff of the university community. May serve as a liaison/mediator between students and academic personnel. Assists in the development, implementation, and presentation of specialized workshops, seminars events and programs. Processes immigration and employment related forms and documents, reports data to appropriate government agencies/systems. Interacts with government agencies. Coordinates immigration/document check-in processes. Assists with international orientation and training programs. Develops and issues required regulatory letters. May supervise student employees.</p>	<p>Bachelor's degree required with one year relevant experience or Master's.</p>
<p>International Program Coord A-08 (\$36,710 - \$55,065)</p> <p>Job Code: 000411</p> <p>*Final job title and salary grade may vary by geographic location</p>	<p>Coordinates and oversees the promotion, outreach and success of KU Study Abroad partnerships. Works with the Office of International Programs and academic units at KU, Lawrence to manage on-site Study Abroad programs. Develops and maintains participant materials for application, acceptance, registration, orientation, and evaluation specific to a program. Maintains web based information and sites. Collaborates and serves as the lead liaison with the international host site regarding the student/visitor exchange program. Coordinates needs of faculty members to ensure teaching methods can be delivered. Serves as a contact for students in regard to health and safety, diversity, program evaluation and mentoring. May supervise staff.</p>	<p>Bachelor's degree and three years of experience in study abroad activities. Minimum of one year advising, program placement and/or administering exchange programs. Leadership experience in managing an assigned faculty-led study abroad program.</p>
<p>International Program Spec A-06 (\$29,597 - \$42,916)</p> <p>Job Code: 000412</p> <p>*Final job title and salary grade may vary by geographic location</p>	<p>Assists with the coordination between KU and Study Abroad programs. Answers routine inquiries from students, faculty and administrators. Updates existing program materials. Helps develop and implement orientation and integration activities upon arrival to the Study Abroad program location. Prepares participant materials, maintains records, collects data and prepares student enrollment. Liaises between Study Abroad host sight institution and the International Programs Office at KU. Works with program partners at the specified institution on space, equipment, orders, etc. Assists students with issues related to acclimation of new culture, educational programming, assuring health and safety, supporting student diversity, supporting program evaluation, mentoring students, and other tasks as assigned.</p>	<p>Bachelor's degree and one year of related experience. On year of study abroad program support experience. Ability to communicate in one or more languages other than English. Experience in Microsoft office and related computer software programs. Willingness to be located in different geographical locations.</p>
<p>Financial Aid Advisor A-08 (\$36,709 - \$55,065)</p> <p>Job Code: 000407</p>	<p>Provides complex and specialized financial counseling and education services to assist students and/or parents in the application process, financial aid delivery system, financial aid programs available, and what needs to be done before the student can be considered for an award, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Provides information on aid application and awarding process; on awarding students and posting information in the student system; on budgeting and financial literacy; and on scholarship availability and eligibility requirements;</li> <li>• Interprets complex financial aid rules and processes, requiring familiarity and expertise with the Federal Higher Education Amendments (HEOA) as well as other federal, state, institutional and private financial aid regulations and policies.</li> <li>• Conducts financial aid workshops;</li> <li>• Works with special populations;</li> <li>• Validates need analysis with granting agencies for scholarship opportunities.</li> </ul>	<p>Bachelor's degree by the time of appointment.</p>

<p>Financial Aid Program Coord A-09 (\$41,299 - \$61,948)  Job Code: 000408</p>	<p>Provides complex and specialized financial counseling and education services to assist students and/or parents in the application process, financial aid delivery system, financial aid programs available, and what needs to be done before the student can be considered for an award, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Provides information on aid application and awarding process; on awarding students and posting information in the student system; on budgeting and financial literacy; on scholarship availability and eligibility requirements;</li> <li>• Interprets complex financial aid rules and processes, requiring familiarity and expertise with the Federal Higher Education Amendments (HEOA) as well as other federal, state, institutional and private financial aid regulations and policies.</li> <li>• Develops and leads financial aid workshops</li> <li>• May supervise staff</li> <li>• Validates need analysis and/or collaborates with granting agencies for scholarship opportunities.</li> <li>• Works with special student populations</li> <li>• May lead technology initiatives</li> <li>• May coordinate projects with campus or community partners to execute new initiatives and develop best practices in providing student support services.</li> </ul>	<p>Bachelor's degree with two years relevant experience or Master's degree at time of appointment.</p>
<p>Licensing Coordinator A-08 (\$36,710 - \$55,064)  Job Code: 000414</p>	<p>Advises prospective students, current students, alumni, faculty, staff, and the general public on licensure information. Provides career counseling to students and assists in job search. Recommends alumni for professional licensure in Kansas and other states based on an evaluation of transcript and other academic materials. Serves as liaison with licensing agencies. Maintains databases and website.</p>	<p>Bachelor's degree and two years of professional experience.</p>
<p>Student Recruiter A-08 (\$36,710 - \$55,065)  Job Code: 000418</p>	<p>Provides advising, counseling and education services to assist prospective students and parents with the admissions and academic program selection. Independently manages a recruitment territory including:</p> <ul style="list-style-type: none"> <li>• Communicates daily with prospective students and families and high school and community college counselors, managing selected correspondence, planning and executing on- and off-campus programs;</li> <li>• Develops a recruitment strategy;</li> <li>• Counsels and advises on admission requirements, scholarship eligibility, financial aid, housing, and residency requirements;</li> <li>• Provides KU resource information to inquiring schools and agencies;</li> <li>• May develop materials and resources to recruit prospective students;</li> <li>• May travel to high schools, colleges and other learning institutions to recruit students;</li> <li>• May develop and lead admission workshops, receptions, special events;</li> <li>• May manage a recruitment budget;</li> <li>• May supervise students or staff.</li> </ul>	<p>Bachelor's degree at time of appointment; valid driver's license.</p>

<p>Student Recruiter Senior A-09 (\$41,299 - \$61,948)</p> <p>Job Code: 000419</p>	<p>Provides advising, counseling and education services to assist prospective students and parents with admissions and academic program selection. Independently manages a recruitment territory or program, including :</p> <ul style="list-style-type: none"> <li>• Communicates daily with prospective students and families and high school and community college counselors, managing selected correspondence, planning and executing on- and off-campus programs;</li> <li>• Develops a recruitment strategy by reviewing and analyzing data;</li> <li>• Counsels and advises regarding admission requirements, scholarship eligibility, financial aid, housing, and residency requirements;</li> <li>• Provides KU resource information to inquiring schools and agencies;</li> <li>• May develop materials and resources to recruit prospective students;</li> <li>• May travel to high schools, colleges and other learning institutions to recruit students;</li> <li>• May manage a recruitment budget;</li> <li>• May develop and lead admission workshops, receptions and special events;</li> <li>• May supervise students or staff;</li> <li>• Will have a specialized responsibility based on needs of office such as coordinating training, specific events, etc.</li> <li>• Evaluates the effectiveness of recruitment strategies in the specified territory and determines needs for additional efforts.</li> <li>• Initiates, plans and executes special projects in conjunction with territory goals and objectives.</li> <li>• May work from a home office (Regional Representative) which requires more decision-making and accountability by being off-campus.</li> <li>• May assist managers as a liaison, resource and contact person for other admissions representatives;</li> <li>• May provide consultation to the managers on overall recruitment tactics, including programming, recruitment strategies, publications and presentations.</li> </ul>	<p>Bachelor’s degree and one year of experience. Valid driver’s license.</p>
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