Classification Specification for Classified Service

Title: Support Specialist (non-union)  

Pay Scale Group: 30

Essential Function

Under general direction of designated supervisor, assist in the planning, coordination, execution and completion of academic, administrative and/or fiscal activities of a large/complex unit.

Characteristic Duties

Assist in the planning, coordination, execution and completion of academic, administrative and/or fiscal activities of a unit.

Interpret, implement and enforce university, state and federal policies and procedures for staff, faculty, students and the general public.

Independently exercise professional judgment in gathering and evaluation information; makes decisions and/or takes action based on that evaluated information.

Communicate in an open, clear and consistent manner in a variety of electronic and paper formats (e.g., letters, email, memos, reports, Microsoft office suite, presentations, etc.)

Respond in an accurate, effective and timely manner to student, parent, academic administrative representative and public request, questions and concerns.

Perform related duties based on departmental need.

Minimum Qualifications

Associate’s degree with three (3) years experience; -OR- five (5) years experience. Experience must be in office/administration or related field and include computer knowledge and abilities.