

PHASE 4
UCSD Student Services
Family Function and Job Function Summary

Job Family	Job Function	Job Summary
Student Services	Academic Achievement Counseling	Involves providing individualized services to students who are underrepresented, low income, first generation college students, and / or otherwise at a higher risk of experiencing academic difficulty, to help students succeed. Services may include academic needs assessment, developing individual study plans, recognizing and addressing academic and non-academic barriers to academic success, and counseling on other aspects that may affect student retention and academic success. Includes specializations in particular underrepresented groups, particular academic skills (e.g., research skills, preparation for graduate programs), or success in particular academic programs.
Student Services	Admissions & Recruitment	Involves developing and implementing programs for student outreach, recruitment, and admissions for the university and / or school / college / department within appropriate constituents and communities; and educating the public about admissions requirements, policies, and processes.
Student Services	Career Services	Involves planning, developing, and implementing programs, activities, counseling, and advising focused on students' career development. Works with students, alumni, and / or potential employers.
Student Services	Curriculum Planning	Involves conducting curriculum planning and course scheduling in consultation with department / college / school management and faculty. Analyzes enrollment trends.
Student Services	Financial Aid	Involves analyzing students' level of need and eligibility for financial aid to allocate financial aid awards and advise students on obtaining aid. Interprets financial aid regulations, analyzes student data, and implements procedures to ensure regulatory compliance and timely delivery of financial aid.

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Student Services	K to 14 Academic Preparation	Involves planning, developing, implementing and evaluating programs, activities, counseling, tutoring and advising focused on students' successful graduation from high school and college, and career readiness. Works with students, program alumni, teachers, counselors, school districts, community stakeholders and parents.
Student Services	Registrar	Involves planning, analyzing, developing, and implementing programs and services to maintain stewardship and integrity of student academic records, academic publications, and course and classroom scheduling by managing and enforcing student and institutional academic policies. Interprets relevant regulations such as the Family Educational Rights and Privacy Act (FERPA) to ensure regulatory compliance and protection of student data. Provides services to students (prospective, current and former), parents, and the public and maintains collaborative relationships with faculty, staff and administrators. Utilizes and advances technology systems solutions and best practices.
Student Services	Student Academic Advising	Involves counseling students on academic program policies and issues. Monitors student academic progress and assists students in making appropriate educational choices and decisions. Conducts informational sessions and provides advice.
Student Services	Student Academic Support	Using specialized knowledge of learning theory, counsels students and develops and implements programs to students to enhance their academic success.
Student Services	Student Disability Services	Involves planning, developing, and implementing programs, processes, and activities for students with disabilities in accordance with federal and state law, to assure their access to the academic and campus environment.

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Student Services	Student Legal Services	Involves providing legal advice and counsel to students of the institution, including advising on legal rights, obligations and related matters.
Student Services	Student Life & Development	Involves planning, developing, implementing and advising on programs, services, activities and processes for students in their non-academic life at the university, including residential life, public service, student conduct and judicial affairs, identity-based matters, sexual violence, leadership development, student government, student businesses, student organizations, and other student resource center areas.
Student Services	Student Services Advising	Involves a wide range of student services duties and responsibilities for an academic department / school / college or organization. Provides assistance to the dean / chair, faculty, and students in academic advising, recruitment, admissions, financial aid, visa / immigration matters, the evaluation and awarding of fellowships and block grant funds, student orientation and events, career counseling, and related programs.