

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

STUDENT EMPLOYMENT SPECIALIST

FLSA STATUS: NON-EXEMPT - PAY GRADE: 17-C

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Student Employment Specialist coordinates the day-to-day operations of the College's Student Employment Programs, supports compliance with federal, state, and institutional requirements, monitors program activities and budget utilization, and serves as a primary resource for supervisors, students, campus departments, and community partners. This position collaborates with academic and administrative departments to facilitate student employment opportunities that support student success, workforce readiness, and institutional goals.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Coordinates the day-to-day operations of the College's Student Employment Programs, including Federal Work-Study (FWS), institutional student assistant employment, and approved off-campus employment opportunities with community partners.

Administers and supports student employment processes including recruitment, job posting, hiring, onboarding, transfers, and separation in collaboration with Human Resources, Financial Aid, Payroll, and hiring departments.

Applies and supports compliance with federal regulations, state requirements, institutional policies, and financial aid guidelines governing Student Employment.

Creates and posts student employment opportunities in Career Services Manager (CSM) for advertisement to the student population and works with hiring departments to maintain job descriptions and related documentation.

Determines student eligibility for employment by reviewing enrollment status, financial aid information, work hours, earnings, and employment status using enterprise systems and databases; ensures data accuracy, resolves routine system and record discrepancies, and maintains employment records in accordance with established requirements.

Prepares reports and analyzes program data related to student employment participation, hiring activity, funding utilization, work hours, and compliance to identify and support leadership decision-making and strategic planning.

Develops and maintains training materials, supervisor resources, procedural guides, interview tools, checklists, and other resources to promote consistent Student Employment practices and support supervisor success.

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Monitors the Student Employment budget and funding activity by tracking expenditures, reviewing spending trends, preparing projections, and providing information to support the effective use of institutional and federal student employment funds.

Develops and maintains working relationships with campus departments, community organizations, and external partners to facilitate student employment opportunities and coordinates required documentation, Memoranda of Understanding (MOUs), and agreements for approved off-campus employment partners in accordance with established College procedures.

Participates in departmental initiatives and committees, and assists with special projects.

Creates a student-centric culture on campus/center that is positive and supportive.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

May perform in a lead capacity directing support staff or student assistants, as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Human Resources, Higher Education, Public Administration, Student Affairs, or a closely related field from a regionally accredited institution and three (3) years of progressively responsible experience in program coordination, higher education administration, human resources, workforce development, financial aid, career services, or a related area.

PREFERRED QUALIFICATIONS

Master's degree in Higher Education Administration, Student Affairs, Human Resources, Business Administration, Public Administration, or a closely related field from a regionally accredited institution. Experience administering student employment, Federal Work-Study, financial aid, human resources, or payroll programs in a college or university setting. Experience working with student information, financial aid, human resources, payroll, career services, or related enterprise systems.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

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Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Job Code: 8065

Effective: 9/1/2026