

## CAL POLY STUDENT SERVICES CLASSIFICATION DEFINITIONS

### **IA. Student Services Professional 1A (non-exempt)**

1. Trainee level position.
2. Close supervision required.
3. Performs basic professional Student Services work.
4. No permanency...career development plan to attain SSPII level is required.
5. Minimum qualifications: BS with little or no experience..

### **IB. Student Services Professional IB (non-exempt)**

1. Trainee level position.
2. Close supervision required, although greater independence than SSPIA is expected.
3. Similar duties to SSPIA; i.e. basic professional Student Services work.
4. Career development plan to attain SSPII level is required.
5. Minimum qualifications: BS + 1 year of experience.

### **II. Student Services Professional II (exempt)**

1. Professional entry level position
2. Moderate degree of supervision expected.
3. Program planning and implementation skills are clearly evident.
4. Minimum qualifications: BS + 2 years of experience OR Masters + 1 year.

### **III. Student Services Professional III (exempt)**

1. Mid-level practitioner.
2. Minimal project supervision
3. Performs complex Student Services professional work:  
Job performance requires application of high degree of judgment, persuasiveness, imagination and professional skills and knowledge in a specified program area.
4. Requires direct client and program contact.
5. Administrative planning in the development of programs which may integrate across organizational lines.
6. Minimum qualifications: BS + 5 years of progressively responsible experience OR Masters + 4 years.
7. Cal Poly Internal standards note that it is reasonable to expect that most Student Services Professionals, through good performance and professional competencies, could expect to reach the SSP III level.

### **IV. Student Services Professional IV (exempt)**

1. Senior/master level.
2. Functions independently.
3. Performs highly complex Student Services professional work. Reviews most difficult individual problems, group or organizational problems.
4. Analyze problems of either program-wide or division-wide scope encompassing major program elements.
5. Often involved in policy formation.
6. Functions in a training or mentor level for SSPII's and III's.
7. Responsibilities extend beyond the department to the division or university.
8. Continued professional development with contribution to major professional organizations is expected.
9. Minimum qualifications: Master's degree + 8 years of progressively responsible professional student services work experience or a doctorate + 5 years.

## COMPARISONS OF THE CLASSIFICATION LEVELS

### Overall Position Level:

- SSPI: Trainee
- SSPII: Professional entry level
- SSPIII: Mid-level practitioner
- SSPIV: Senior/master level

### Degree of Supervision Required:

- SSPI: Close/direct
- SSPII: Moderate
- SSPIII: Minimal
- SSPIV: Functions independently

### Complexity of duties:

- SSPI: Basic professional Student Services work.
- SSPII: Program planning and implementation skills evident.
- SSPIII: Complex Student Services professional work, including judgment, persuasiveness, imagination, and knowledge/skills in a program area. Also requires administrative planning and program development across organizational lines.
- SSPIV: Highly complex Student Services professional work. Reviews most difficult problems. Analyze program-wide problems with major program elements. Policy formation. Train and mentor SSPII's and III's.

### Minimum qualifications:

- SSPI: BS + 0 to 1 year experience.
- SSPII: BS + 2 years OR Masters + 1 year.
- SSPIII: BS + 5 years OR Masters + 4 years.
- SSPIV: Masters + 8 years OR Doctorate + 5 years.