



# New Student & Family Programs

## Student Development Specialist II

### Student Life

*Student Life is one of the thirteen departments in the Division of Student Affairs and is responsible for a myriad of student programs and services including: Alcohol & Other Drug Education, Graduate & Professional Student Government, Interpersonal Violence Prevention, New Student & Family Programs; Off Campus Student Services; Student Assistance Services; Student Legal Services; Student Media.*

#### **POSITION OVERVIEW:**

This staff member provides day-to-day oversight of the Aggie Parent & Family Ambassador student organization, manages the Parents of the Year award program, and assists with the planning and execution of large-scale programs such as New Student Conferences, Family Weekend, and Howdy Week.

#### **REQUIRED EDUCATION:**

- Bachelor's degree with one or more years of experience in student affairs work or related specialty

#### **REQUIRED EXPERIENCE:**

- No experience required with a master's degree

#### **PREFERRED QUALIFICATIONS:**

- Master's degree in Student Affairs or other related field
- Related experience in Student Affairs or other related field
- Knowledge of the transitional needs and experiences of students and their family members
- Experience with student organization advising
- Experience with large-scale program planning and development

#### **PREFERRED SKILLS & ABILITIES:**

- Ability to multi-task and work cooperatively with others
- Excellent oral and written communication skills
- Willingness to work as a part of a team

#### **RESPONSIBILITIES:**

##### **Supervision & Training**

- Serves as the primary advisor to the Aggie Parent & Family Ambassador (APFA) student organization, supporting its daily operations, recruitment, weekly meetings, record-keeping, and fiscal activities.
- Supervises Lead Aggie Parent & Family Ambassadors, including their selection, training, and ongoing oversight.
- Oversees the New Student Conferences en Español Student Interpreter team and provides secondary advising to the Aggie Orientation Leader student organization.

#### **Program Administration**

- Supports families of undergraduate students from orientation through graduation, providing resources and guidance.
- Assists with New Student Conferences, Family Weekend, and other orientation, transition, and retention initiatives focused on parents and families.
- Coordinates the Parents of the Year Program, maintaining engagement with current and past recipients.
- Helps develop, implement, and coordinate parent and family programs using benchmarking and best practices, including initiatives like Howdy Week.

#### **Program Administration: Communication**

- Contributes to the Parent and Family Communication Plan by creating and designing content for the Aggie Parent & Family Connection, ensuring alignment with Texas A&M Brand Standards.

#### **University, Division, & Department Duties**

- Serves on university, division, and department committees and task forces as assigned.
- Maintains active involvement in professional associations related to parent and family programs and orientation.
- Performs other duties as assigned.

**Salary:** \$51,750-54,500  
Plus excellent State benefits  
**To Apply:** [jobs.tamu.edu](http://jobs.tamu.edu)  
Posting Number R-090638

Candidates are strongly encouraged to include a copy of their resume and a cover letter outlining their qualifications for the position. **Priority deadline: February 26, 2026**