

UNIVERSITY OF SOUTHERN CALIFORNIA

Student Programs Advisor I

Job Code: 137611

Grade:	H
OT Eligible:	Yes
Comp Approval:	2/6/2012

JOB SUMMARY:

Assists in the organization and delivery of student program services and activities aimed at enhancing the quality of student life. Works in a student center or program such as orientation, residential life, intramurals, international student services, student conduct, student government, testing bureau, etc.. This position is not to be used for staff performing student services functions such as admissions, recruitment, financial aid, academic counseling, records and registration, graduation clearance, etc.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_____	_____	Advises students on an individual or group basis as part of assigned student program. May meet with parents to provide information and facilitate problem resolution.
_____	_____	Interfaces with faculty to exchange and update information or to enlist support for program services, e.g., guest speaking engagements and faculty advisor programs.
_____	_____	Reviews student data, academic or personal, for determination of program eligibility. Accepts or denies admittance to program providing alternatives or referrals as appropriate.
_____	_____	Assesses targeted student or group needs and recommends programs or program services. Assists in the design and delivery of student programs, program services and special events.
_____	_____	Provides leadership, guidance and supervision to student workers, volunteers and/or graduate assistants. Assists them in developing programming skills through the planning and coordination of services and activities. Assists in the delivery of program-focused training and provides feedback.
_____	_____	Assists in promoting and publicizing programs. Produces and distributes program-related materials. Acts as a resource for information-exchange on program services or program features. Makes formal presentations as required.
_____	_____	Gathers data and prepares status reports on program activities and results. Completes required administrative paperwork.
_____	_____	Tracks budget(s). Reviews and approves student requests for expenditures.
_____	_____	Administers tests and interprets test results. Structures tailored programs or refers to other student service areas.
_____	_____	Performs program-related community outreach.
_____	_____	Participates in the development and implementation of program policies and procedures.
_____	_____	Assists with the development or writing of funding proposals.
_____	_____	Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Minimum Experience:

1 year

Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Student personnel administration

Preferred Education:

Master's degree

Preferred Field of Expertise:

M. A. in student personnel administration, education, counseling or related field

Skills: Administrative:

Communicate with others to gather information
Coordinate events
Coordinate work of others
Customer service
Gather data
Input data
Interpersonal skills
Research information
Schedule appointments
Understand and apply policies and procedures
Use database and/or word processing software
Verify calculations

Skills: Other:

Analysis
Assessment/evaluation
Conceptualization and design
Counseling

- Development/fundraising
- Interviewing
- Lead/guidance skills
- Networking
- Organization
- Planning
- Problem identification and resolution
- Public speaking/presentations
- Statistical analysis
- Teaching/training

Skills: Machine/Equipment:

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:

- Supervises student, temporary and/or resource workers.
- Supervises volunteers.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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