

UNIVERSITY OF SOUTHERN CALIFORNIA

Student Programs Advisor II

Job Code: 137615

OT Eligible: No

Comp Approval: 8/8/2016

JOB DESCRIPTION:

Assists in the management of a student program, center or office. Works in a student center or program such as orientation, residential life, intramurals, international student services, student conduct, student government, testing bureau, etc. Plans, organizes and delivers student program services and activities. Leads other student program staff on a project or permanently-assigned basis. 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 needs. Researches, plans and coordinates student programs, program services or special events to address student needs.
_____	_____	Provides leadership, guidance and supervision to staff, student workers, volunteers, and/or graduate assistants. Leads others in the planning and delivery of services, activities and special events. Develops and conducts program-focused training and assesses proficiency or readiness of trainees.
_____	_____	Promotes and publicizes student programs. Designs and develops informational or promotional materials to publicize services and events. Assesses effectiveness of these materials and makes modifications as appropriate. Serves as resource for information exchange on program services or program features. Makes formal presentations as required.
_____	_____	Gathers data from various sources and prepares reports for management review. Submits status reports on program activities. Completes required administrative paperwork.
_____	_____	Provides input on the development of program budget(s). Monitors expenditures for adherence to budget guidelines and analyzes for cost effectiveness.
_____	_____	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.
- _____ _____ Maintains professional currency through participation in associations, committees, workshops and other means of networking.
- _____ _____ 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:

- Combined experience/education as substitute for minimum education
- Bachelor's degree

Minimum Experience:

- 2 years

Minimum Field of Expertise:

- Student personnel administration

Preferred Education:

- Master's degree

Preferred Experience:

- 3 years

Preferred Field of Expertise:

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

Skills: Other:

- Analysis
- Assessment/evaluation
- Budget control
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Counseling
- Creative writing and editing
- Customer service

- Development/fundraising
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Lead/guidance skills
- Marketing
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public relations
- Public speaking/presentations
- Research
- Scheduling
- 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:

- Leads employees performing similar work on a project basis.
- Leads one or more employees performing similar work.
- 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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