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

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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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