UNIVERSITY OF SOUTHERN CALIFORNIA

Student Programs Advisor III

Job Code: 137619

Grade: J
OT Eligible: No
Comp Approval: 2/6/2012

JOB SUMMARY:
Serves a senior leadership role in the management of a student program designed to deliver services 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. Plans, develops or modifies, implements, communicates and evaluates program services and operations. 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:

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Serves a senior leadership role in the management of a student program. Plans, develops or modifies, implements, communicates and evaluates program services and operations. May develop and monitor curriculum programs.

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.

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.

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.

Identifies student training needs. Designs and develops workshops, seminars and other educational services. Oversees the delivery of training and assesses the effectiveness. Makes modifications as appropriate. May instruct portions of student programs.

Assists faculty and/or lecturers with planning and coordination of lab exercises, lectures, simulations and demonstrations, as assigned or appropriate.

Administers tests and interprets test results. Structures tailored programs or refers to other student service areas.

Gathers data from various sources and prepares statistical reports for management review. Submits status reports on program activities. Completes required administrative paperwork.

Provides input for or develops program budget(s). Monitors expenditures for adherence to budget guidelines and analyzes for cost effectiveness. May approve expenditures for specific program areas.
Performs internal and external liaison and public relations to promote student programs and program services. Designs and develops informational or promotional materials to publicize services and events. Assesses effectiveness of these materials and makes modifications as appropriate. Interfaces with faculty, administrators, students, staff, parents, community groups, agency representatives, donors, counterparts in other organizations, and others with a connection to the program. Makes formal presentations as required.

Provides technology support for faculty and staff: assesses needs; coordinates acquisitions and training; supports computer systems; advises faculty on program matters, instructional and research applications, etc.; and initiates additions to services.

Participates in the development and implementation of program policies and procedures.

Assists with the development of writing of funding proposals.

Maintains professional currency through participation in associations, committees, workshops and other means of networking. Represents university and/or unit, as assigned or appropriate.

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:

Master's degree

Combined experience/education as substitute for minimum education

Minimum Experience:

3 years

Minimum Field of Expertise:

Student personnel administration

Preferred Education:

Doctorate

Preferred Experience:

5 years

Preferred Field of Expertise:
Ph.D. 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
- Curriculum development
- Customer service
- Development/fundraising
- Interpretation of policies/analyses/trends/etc.
- 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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