



USC University of
Southern California

Student Programs Advisor I Job Description

JOB INFORMATION

<i>Job Code:</i>	137611
<i>Job Title:</i>	Student Programs Advisor I
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Supervises student, temporary and/or resource workers.
<i>Job Family:</i>	Student Programs
<i>Job Family Group:</i>	Student Support Services
<i>Management Level:</i>	7 Individual Contributor

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 QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	Education

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		1 year	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in student personnel administration.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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, 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.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job

description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.