Georgia State University

Job Specification

Job Title: Student Affairs Advisor II

BCAT Code: 09JX20 Effective Date: April 1, 2007
Pay Grade: G13 FLSA Status: Exempt Revision Date: July 1, 2013

General Description
Supports a comprehensive leadership development program while continuing the Division commitment to student development in the area of intercultural understanding.

Examples of Duties
- Develops and coordinates the process of chartering and renewing student organizations.
- Develops and facilitates student organization orientation programs and advisor roundtables.
- Advises over 725 student organization officers.
- Manages the financial operations of student groups budgeting procedures.
- Consults with the relevant academic departments, and individual faculty members to support student training sessions.
- Serves as liaison between the Division of Student Affairs and other departments, colleges, or units.
- Maintains records and compiles information for multiple of departments.
- Serves as resource for students, faculty, staff, and the community.
- Develops and assesses educational and training programs to support student organizations.
- Reviews special event and late night event registration forms, program plans, contracts, and the event management with the student organizations.
- Provides direct supervision to student organization graduate assistants and student assistants.
- Serves as instructor, staff assistant for the Emerging Leaders Freshman Learning Community course.
- May advise the student newspaper, literary magazine, online magazine, radio and television station.
- Offers relevant programming in support of leadership and organizational needs.
- Coordinates the development of various department and division publications.
- May serve as one of the University judicial officers; coordinates the general conduct student judicial system for violations at University Housing; may advise the Housing Judicial Board (HJB).
- Maintains the appropriate tracking systems and judicial records to monitor student compliance.
- Creates and maintains an ongoing assessment plan to measure student learning outcomes.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University policies and procedures relating to student organizations.
- Knowledge of student organizations rules and regulations.
- Knowledge of student advisement, developing and implementing strategic planning.
- Ability to communicate effectively both verbally or in writing.
- Ability to supervise others.
- Ability to deal with diverse population.

Minimum GSU Hiring Standards
Master’s degree and two years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.