Job Title: Student Affairs Advisor, Student Programs

BCAT Code: 09JX22  Effective Date: April 1, 2007
Pay Grade: G11   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Serves as an advisor to various student groups, the Honors Council, the Commencement Committee of the Student Government Association (SGA), Pan-Hellenic organizations, etc.

Examples of Duties
- Coordinates and oversees student activities, development programs and services.
- Establishes relationships with other departments and colleges.
- Develops greater interaction among institutional groups on academic related issues.
- Manages the program budget, such as allotting money, hiring student assistants, purchasing supplies, and processing the paperwork associated with the payments of activities.
- Coordinates conflict resolution and effective communication skills workshops for student leaders.
- Develops motivational and sensitivity workshops for students.
- Advises students on matters related to their academic, social, and personal affairs.
- Conducts training sessions for student groups and organizations.
- Assists the Director with assigned special projects.
- Serves as a liaison between the community and the student group.
- Monitors compliance with University policies and procedures.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University policies and procedures relating to student organizations.
- Knowledge of various program areas.
- Effective oral and written communication skills.
- Ability to serve as a group facilitator.

Minimum GSU Hiring Standards
Bachelor’s degree and one year 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.

Office of Human Resources
Classification Section