General Description
Conducts and coordinates academic support activities; advises individual students and student groups on academic programs, workshops, and other initiatives.

Examples of Duties
- Advises, corresponds, and networks with student leaders and student clubs to develop and implement student leadership and cross-cultural awareness.
- Conducts individual and group advisement, and leadership development activities.
- Conducts and coordinates academic support activities, such as tutoring and mentoring.
- Advises student leaders on various development programs.
- Corresponds and networks with student clubs, such as developing and implementing student leadership development activities and programs.
- Promotes cross-cultural awareness among students and student groups.
- Develops and updates newsletters, brochures, posters, information and promotional materials for programs.
- Assists with marketing efforts and developing public relations strategies in support of committee activities and student organizations.
- Refers students and transfer students to relevant offices, departments, student organizations and community organizations.
- Reconciles particular program budgets.
- Collects data, and assists in the analysis of unit assessment data and student learning outcomes.
- Prepares reports for the Dean of Students (DOS) and Making Achievement Possible (MAP).
- Assists in developing departmental policies and procedures.
- Supervises lower level staff, graduate assistants, interns or student assistants.
- Serves as a liaison between program areas and DOS units, campus offices, and community organizations for problem solving, academic advisement and student success.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of student development topics, such as leadership, conflict resolution, etc.
- Effective oral and written communication skills.
- Ability to work with a diverse group of people.
- Ability to supervise others.

Minimum GSU Hiring Standards
Master’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.