



Job Specification

Job Title: Student Affairs Advisor
BCAT Code: 410X BP
Pay Grade: G11

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Provides individuals and group advisement to students and works collaboratively with relevant university colleagues, student organizations, and community groups to initiate, plan, implement, and evaluate programs, activities, and services that facilitate the retention of African American Students, with a targeted focus upon freshmen and sophomores.

Examples of Duties

- Advises individual students and student groups in the Office of African American Student Services & Programs (OAASSP) with a particular focus on enhancing retention of African American freshmen and sophomores.
- Collaborates with OAASSP staff as well as relevant university departments, organizations and community groups to assist with retention efforts.
- Provides relevant training of student leaders and student staff in the delivery of a variety of OAASSP programs and services.
- Assists in other units, departments, or division projects as needed.
- Serves as liaison between OAASSP and the Dean of Students.
- Maintains records and compiles information for a variety of reports.
- Serves as a resource person for students and the university community by providing referrals to, and follow up with relevant offices, departments, and community and student organizations.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of Fair Debt Collections Practices Act.
- Knowledge of Title IV due diligence regulations.
- Ability to communicate effectively both verbally and in writing.
- Proficiency in word processing, spreadsheets, and databases.

Minimum GSU Hiring Standards

Master's degree.

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.