



Job Specification

Job Title: Student Affairs Advisor II
BCAT Code: 410X BR
Pay Grade: G13

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

General Description

Advises both organizational leaders and members involved in 22 Greek organizations and offers relevant programming in support of their leadership and organizational needs. Ensures compliance with University policies and national guidelines for each respective council and communicates regularly with chapter advisors.

Examples of Duties

- Trains Greek student organizational leaders on university compliance policies regarding budget, organizational policies, and program regulations.
- Maintains budget and manages budget and group records.
- Develops and assesses student-learning outcomes for Greek student organizations.
- Maintains current roster of all Greek organizations.
- Communicates with national organizations regularly.
- Provides chapter compliance information.
- Develops and coordinates programs related to leadership development, program planning and budgeting, etc.
- Creates and implements special events for Greek student organization participation.
- Develops and updates resource publications for Greek student organizations.
- Creates marketing strategies.
- Serves as a resource person for the students.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of university policies and procedures relating to student organizations.
- Knowledge of Greek Organizations rules and regulations.
- 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 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.