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**Job Specification**

**Job Title: Student Affairs Advisor Student Programs**  
**BCAT Code: 410X BV**  
**Pay Grade: G11**

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

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**General Description**

Serves as an advisor to various student groups, Honors Council, Commencement Committee of SGA, Pan-Hellenic organizations, etc.

**Examples of Duties**

- Coordinates and oversees student activities, development programs and services; establishes relationships with other departments/colleges
- Develops greater interaction among institutional groups on academic related issues.
- Manages program budget to include allotting money, hiring student assistants, and purchasing supplies and processing paperwork needed to pay for activities.
- Coordinates conflict resolution and effective communication skills for 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 experience; or a combination of education and 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.*