



Savannah State University Position Description – Student Affairs Advisor

POSITION DESCRIPTION

Position Title: Student Affairs Advisor (Director) FLSA Status: Exempt
Reports to: VP-Student Affairs
Department: Student Affairs
Date Prepared: June 2003

BASIC FUNCTION

The primary responsibility of this position is to work with students in developing, organizing and promoting a wide range of student activities and programs. This position also assists in coordinating and implementing several campus programs, advising student groups and organizations, advising the student government association and advising the greek organizations. This position is also responsible for coordinating New Student Orientation in both fall and summer.

NATURE & SCOPE

Reporting to the Vice President of Student Affairs, the incumbent in this position, in addition to regular assignments, works in teams formed for Homecoming, New Student Orientation, Student Election, and other appropriate projects. The incumbent in this position must consistently work to ensure that all students carry out their projects, while following University guidelines and policies. It is vital that this position create, through clubs and organizations, programs that foster student out-of-class training needs.

This position must maintain almost constant contact with students outside of the classroom, and is responsible for insuring continued liaisons with assigned suppliers, customers, and necessary distributors for purposes of exchanging relative business, technical, and administrative information. The incumbent is also required to work long hours including evenings and weekends ensuring that they cover important events with students such as the MLK holiday.

PRINCIPAL ACCOUNTABILITIES

- Accountable for supervising staff in the King-Frazier Student Center to ensure that policies and procedures are followed.
- Serves as an advisor to the Student Government Association, Campus Activity Board, Student Appropriation Board and Student Activity Resource Committee and Quiz Bowl.
- Responsible for coordinating and implementing campus wide New Student and Parent Orientation Programs.
- Trains Orientation Leaders and Peer Counselors.
- Coordinates the Annual Student Orientation Registration and Advisors training sessions. He/she must also produce and maintain up to date information on organizations.
- Serves as a member of the annual Homecoming Committee, Spring Fling Committee, Student Elections Committee and others assigned by the president or Vice President of Student Affairs.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires beyond four years of college, but typically less than an advanced degree.