



Savannah State University Position Description – Student Affairs Advisor

POSITION DESCRIPTION

Position Title: Student Affairs Advisor FLSA Status: Exempt
Reports to: Director
Department: Center for Student Programs and Organizations
Date Prepared: June 2003

BASIC FUNCTION

The position provides support to the director coordinating all campus events and workflow for the student center; repairs, building, maintenance and purchase of new equipment and games. This includes day-to-day activities, management and policy implementation of activities of several student programs, clubs and departments; daily operation of King Frazier Student Center.

NATURE & SCOPE

Reporting to the Director, this position works with students, faculty, staff and outside vendors to ensure that proper set-up is available for events. Also, this position must ensure that payments are made for rental space in a timely manner, and that organizations that rent space follow University policies when using campus facilities.

This position supports the educational, social, recreational and cultural activities conducted in the King Frazier Student Center. The incumbent supervises and reviews the work of student workers, processes all campus space reservations and serves as liaison for outside vendors.

The University annually collects approximately \$12,000 to \$14,000 from renting the facility. The incumbent collects and processes these funds through Business Office.

PRINCIPAL ACCOUNTABILITIES

- Operates and manages student center game rooms, meeting rooms; processing all room requests.
- Processes all campus space request forms.
- Provides activities/programs in the student union.
- Works closely with physical plant, student clubs and departments to have successful program.
- Creates center environment that fosters engagement among students, staff, and faculty.
- Assists in training peer counselors/orientation leaders.
- Markets the Center for outside agents.
- Supervises student workers and night manager.
- Coordinates and maintains a calendar for campus scheduled events.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

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