



## Specialized Service Student Programs Advisor Job Description

### JOB INFORMATION

<i>Job Code:</i>	138131
<i>Job Title:</i>	Specialized Service Student Programs Advisor
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May supervise staff, student, temporary or resource workers.
<i>Job Family:</i>	Student Programs
<i>Job Family Group:</i>	Student Support Services
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Assists in the organization, design and delivery of specialized services and resources aimed at promoting academic and personal success for specific populations (e.g., veterans, students with disabilities). Requires specialized knowledge of unique community needs to provide equal opportunities and access to the university experience.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		1 year	of directly related professional experience in program specialization.
	X	2 years	of experience in an institution of higher education.

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Excellent verbal communication skills and writing skills.
X		Flexibility and adaptability to changing priorities.
X		Strong project management experience.
X		Proficient technology skills.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to analyze information and problem-solve.
X		Demonstrated experience interacting with diverse groups, exercising diplomacy, good judgment and discretion.
	X	Familiarity with local community.
	X	Fluency in one or more language in addition to English (e.g., Spanish, Korean).
	X	Demonstrated experience with office management communication software and tools (e.g., Google suite, Slack, Skype) and social media management.
	X	Proficient with Microsoft Office and or Adobe Creative software.
	X	Demonstrated experience managing multi-platform communications and marketing plans involving publications, videos, websites, social media, and public speeches and presentations.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists in the organization, design and delivery of specialized services and resources aimed at promoting academic and personal success for specific populations (e.g., veterans, students with disabilities). Assesses the unique needs of targeted students, groups, and/or communities, and recommends appropriate programs and services. Advises students and community members for assigned programs. Reviews academic and/or personal data to determine program eligibility.				
Gathers data and prepares reports on program activities and results (e.g., active participants, call records). Assists in the delivery of program-focused training and relevant feedback. Completes required administrative paperwork.				
Conducts program-related community outreach (e.g., social media engagement), acting as a resource for information and services. Produces and distributes materials to support marketing efforts and makes formal presentations as required. Assesses effectiveness of outreach efforts and recommends changes.				
Contributes to the development and implementation of program policies and procedures. Collaborates with faculty, exchanging data and enlisting support for events and services (e.g., guest speaker series, mentorship programs).				
Tracks budgets as assigned. Reviews and approves student requests for expenditures (e.g., catering). Assists the writing and development of grant applications and funding proposals.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.