

UNIVERSITY OF SOUTHERN CALIFORNIA
Specialized Service Student Programs Advisor
Job Code: 138131

OT Eligible: **Yes**

Comp Approval: **10/15/2020**

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 ACCOUNTABILITIES:

***E/M/NA % TIME**

- | | | |
|-------|-------|--|
| _____ | _____ | 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. |
| | | Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time. |

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes 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.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree
Combined experience/education as substitute for minimum education

Minimum Experience:

1 year
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

One year of directly related professional experience in program specialization. Excellent verbal communication skills and writing skills. Flexibility and adaptability to changing priorities. Strong project management experience. Proficient technology skills. Ability to analyze information and problem-solve. Demonstrated experience interacting with diverse groups, exercising diplomacy, good judgment and discretion.

Preferred Education:

Bachelor's degree

Preferred Experience:

2 years

Preferred Field of Expertise:

Two years' experience in an institution of higher education. Familiarity with local community. Fluency in one or more language in addition to English (e.g., Spanish, Korean). Demonstrated experience with office management communication software and tools (e.g., Google suite, Slack, Skype) and social media management. Proficient with Microsoft Office and or Adobe Creative software. Demonstrated experience managing multi-platform communications and marketing plans involving publications, videos, websites, social media, and public speeches and presentations.

Supervises: Level:

May supervise staff, student, temporary or resource workers.

SIGNATURES:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer