

The University of Texas at San Antonio

Job Description

Job Title: Student Program Advisor
Code: 13420
Salary Grade: 56
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To develop, coordinate and provide advice on student activities.
- Scope: Responsible for student activity programming and the provision of policy and procedural information.

Duties

- Typical:
 1. Advises students and student groups regarding policies and procedures related to facility usage, university services and program policies.
 2. Maintains contact with students, student groups and advisors to ensure compliance with policies and procedures. Coordinates related program activities.
 3. Plans, organizes and implements student activities and programs.
 4. Prepare information regarding student activities for dissemination.
 5. Maintain records, gathers data and prepares reports as required for program administration.
 6. Interact with university departments, student groups, and external agencies.
 7. Advise pre-college students and parents regarding preparation for higher education.
 8. Perform other duties as assigned.
- Periodic:
 1. N/A

Education

Required	Preferred
Bachelor's degree.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	N/A

Experience

Required	Preferred
One year of directly related experience.	N/A

Equipment

Required	Possible
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office environment.	Some evening, weekend, and overnight stay's may be required.

Supervision

Received	Given
General instructions from the supervisor. Determines own work sequence within limits of established policies.	May oversees assigned support staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
