

PROGRAM ADVISOR*

Function of Job:

Under general supervision of designated supervisor, to schedule, plan and implement campus-wide educational/social programs and special public events in consultation with student, faculty and staff organizations, as well as outside groups; and/or to advise and assist fraternities/sororities in the management of their financial, developmental and social programs.

Characteristic Duties and Responsibilities:

1. Organize, plan and/or coordinate campus-wide educational/social activities with campus administration, on-campus student and staff groups, fraternities/sororities, professional artists and outside agencies.
2. Assist and advise fraternities/sororities in development of house management programs, alumni/undergraduate interfraternity councils and other programs relating to community outreach/commuter councils.
3. Assist with the general operation of the student center and act in behalf of supervisor in his/her absence as required.
4. Collect information on available programs, determine priorities and advise individuals, groups and/or fraternities/sororities in their efforts to present/participate in programs.
5. Design, write, edit and distribute newsletters, informational booklets, promotional materials and/or programs of events for various programs.
6. Act as liaison between different campus and off-campus groups/organizations in developing programs.
7. Assist sponsoring groups and/or fraternities/sororities in presenting and publicizing their programs.
8. Supervise activities to oversee facilities usage/arrangements and assist in problem resolution.
9. Develop and/or present workshops in appropriate areas of student concern.
10. Establish communication/interface devices for student groups and/or fraternities/sororities in coordinating their programs with campus community.
11. Develop and implement leadership development programs for student organizations.
12. Maintain thorough knowledge of local, federal, state, University System/campus policies and regulations regarding both public events and purchasing, building operation, safety and contract negotiations and educate students in such areas as needed.
13. Supervise students, assistants and other staff, as assigned.
14. Perform related duties, as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in related field and one year of related experience or Bachelor's degree and three years of related experience.
2. Ability to deal effectively with the public, students, faculty, staff and external agencies.
3. Willingness to work on a flexible basis when activities fall outside of normal working hours.

Additional Desirable Qualifications:

1. Experience involving administration, budgeting, contract negotiations and group skills in a college/university setting.

5/8/00
System Approval

3/20/00
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - original approved 7/16/76 as "Coordinator of Student Activities" and revised 7/11/79 and 7/28/94 as "Program Advisor".