

P R O G R A M A D V I S E R

2012-2013 Position Description

Job Duties:

- Demonstrate commitment to the Office of Residence Life, its mission, and its goals, including First Year Involvement and residence hall programming.
- Provide individualized service to students who come into the FYI Resource Center seeking assistance.
- Assist Residence Life staff, CAB members, NRHH, and other campus programmers through programming, brainstorming, resource referral, and general information.
- Demonstrate a comprehensive, working knowledge of needs assessment and the programming model for residence hall programming.
- Assist FYI customers with all FYI resources (manuals, supplies, computers, etc.).
- Attend programs in designated halls on a weekly basis.
- Participate in 10 hours per week of general office coverage and clerical duties during assigned office hours. Complete an additional 5-10 hours per week with off-duty/out-of-the-office responsibilities (changed hours) The current pay rate is \$7.25/hour for program advisers and \$7.50 for returning program advisers.
- Act as programming liaison/consultant to assigned residence halls and ORL staff.
- Maintain up-to-date manuals of FYI office activities as necessary.
- Assist other Program Advisers with designated projects as requested.
- Meet with the Graduate Assistant/FYI Coordinator and other Program Advisers as requested. Actively participate in training, weekly staff and developmental meetings, and biweekly one-on-one meetings.
- Chair/Co-chair designated projects with the Graduate Assistant and FYI Coordinator. (added this)
- Assist with other programming projects, presentations and other duties as necessary.
- Duties will include day, evening, and weekend hours/responsibilities.

A successful candidate will:

- Utilize excellent time management skills.
- Have flexibility in scheduling.
- Demonstrate an exceptional customer service manner.
- Create strong communication channels with consulting Hall Directors and hall staffs.
- Possess a positive attitude about ORL, FYI and programming and demonstrate positive attitude when working in FYI.
- Have completed needs assessment and programming successfully in past positions.
- Be comfortable with developing and presenting developmental activities and training sessions.
- Work as a team player and support fellow staff members.
- Be available to begin training in the first week of August.