

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Student Activity Advisor			<i>BOT Date:</i> 10/1/96
<i>Level:</i> I	<i>FLSA Status:</i> Non-exempt	<i>Class Code:</i> N0903	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Advised the Student Government to ensure it and all recognized student clubs and organizations on assigned campus act responsibly and work effectively in compliance with College policies and procedures and within budgetary constraints. Plans and coordinates events and activities for students and serves as liaison/advisor for recognized student clubs and organizations on assigned campus. Travels with Student Government members to various state, regional and national conferences.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Advises Student Government Association (SGA) on assigned campus to ensure College policies and procedures are followed.	30%
2.	Interacts with and advises recognized student clubs and organizations.	15%
3.*	Acts as catalyst for SGA events and activities including developing and planning programs, contacting outside vendors, groups, etc. to arrange events, etc. May accompany students to activities on and off campus.	10%
4.	Plans and/or implements special projects to promote student involvement, interest and/or awareness (i.e. Drunk Driving Week, cultural events, Wellness programs, Honors Convocation, etc.).	10%
5.	Maintains financial records to ensure student activities operate within budgetary constraints. Processes requisitions, check requests, etc.	15%
6.	Plans and/or attends conferences, workshops, meetings, etc. and travels with SGA members attending conferences.	5%
7.	Processes reports and paperwork relating to SGA actions.	10%
8.	Works with SGA members to review and revise related policies and procedures and conducts leadership training for SGA members.	5%
9.	Performs other similar and related duties as needed.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	2 to 3 years.	
<i>Planning Scope:</i>	One to Three Weeks: Plan events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the section or large group.	
<i>Impact on Budgets:</i>	Incidental/Indirect: Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expense or revenues.	
<i>Impact of Decisions:</i>	Decisions and impact are limited to decisions and planning within a small work group or affects only my department.	
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Varied: Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain non-specialized matter, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, polices and procedures.	
<i>Level of Supervisory Responsibility:</i>	Has responsibility or authority which is limited to the direction of student or temporary workers.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Entry Professional Job Skills: Requires entry-level knowledge of theories and practices of a professional field. This level is reserved for an individual with a four-year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.	
<i>Innovation/Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	