UNIVERSITY OF SOUTHERN CALIFORNIA

Area Advisor, Residential Education

Job Code: 137631

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**Grade:** I  
**OT Eligible:** No  
**Comp Approval:** 2/24/2016

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**JOB SUMMARY:**

Assists in implementing the residential master plan for assigned area. Supervises area graduate student Residence Coordinators, works collaboratively with Housing Services and other offices and assumes system-wide responsibilities as assigned. Serves as advisor for the University Residential Student Community (URSC) government. Instructs a degree course on paraprofessional counseling.

**JOB ACCOUNTABILITIES:**

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Oversees the programming within the area including coordinating with resident faculty and non-resident faculty mentors, developing area-wide programs, supporting building and area student government, and training area staff and students on program development and the implementation of the Academic Intervention Model (AIM).

Ensures residents are aware of the rules and responsibilities of the housing system. Handles individual or group misconduct personally or through the appropriate student government committee or campus office.

Serves as advisor for the university Residential Student Community (URSC) government consisting of student representatives.

Assists in developing behavioral standards appropriate to group living in an academic institution.

Instructs a degree course on paraprofessional counseling offered through the School of Education.

Supervises graduate advisors and/or student workers, as assigned. Recruits, screens, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.

Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a regular basis. Ensures timely completion of unit's work.

Assists in the development of an academic residential community. Maintains close contact with residents. Mediates student conflicts. Encourages and develops student leadership skills. Assists in the planning and execution of student activities, programs and events.

Leads others in the planning and delivery of services, activities and special events. Develops and conducts program-focused training and assesses proficiency or readiness of trainees.

Gathers data from various sources and prepares statistical reports for management review. Submits status reports on program activities.
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.

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:**
  - Master’s degree

- **Minimum Experience:**
  - 2 years

- **Minimum Field of Expertise:**
  - Experience advising a student organization and/or students regarding various student services. Requires theoretical understanding in the area of organizational behavior. Strong interpersonal and written communication skills.

- **Preferred Field of Expertise:**
  - Demonstrated experience in area of residential life. Experience with both residence halls and university apartment style living and familiarity with an urban setting.

**Skills:** Other:

- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conflict resolution
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Networking
Skills: Machine/Equipment
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:
Supervises student, temporary and/or casual workers.

Supervises: Nature of Work:
Administrative

Comments:
Time requirements of this position are unusual and demanding.

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.

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