

# Job Description

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**Student Activities Advisor - Student Group Services**

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**Job ID** 343162

**Full/Part Time** Full-Time

**Location** Twin Cities

**Regular/Tem...** Regular

**Job Family** Student Svcs-General

**Job Code** 9764P3

**Employee Class** Acad Prof and Admin

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## About the Job

### POSTITON OVERVIEW

Student Unions & Activities (SUA) is accepting applications for the position of Student Activities Advisor. This position serves as a liaison and provides strategic advice and counsel to registered student groups. The Advisor collaboratively works with student group leaders to implement training initiatives, assurances of student group compliance to University policies and coordinates specific Student Activities initiatives. The Advisor also supports student development by supervising student employees who help communicate and maintain the various student group registration processes. The Student Activities Advisor reports to the Assistant Director - Student Activities, and is part of the Student Groups Services team that supports student groups to maintain a relationship with the University and its constituents.

### General Duties and Responsibilities (10%)

- Manage policy and compliance for areas as assigned, related to insurance, permits, tax information for student groups and programs.
- Advise and consult with registered student groups on student group registration, policy and procedures, conflict resolution, organizational design and development, event planning and risk management.
- Assist in the creation and development of student group policies and procedures related to assigned areas and assist with the student group registration process.
- Work with colleagues in Student Unions & Activities to offer programs, resources, and services to support an inclusive and diverse University community.
- Assist in Student Activities outreach and community-building efforts through presentations, tabling and workshop facilitation.
- Other duties and special projects as assigned.

**This position will be initially responsible for the following areas, but specific projects may change over time.**

### Student Group Registration (40%)

- Provide vision, oversight, and support for the implementation of the annual student group registration process.
- Supervise and train student employee focused on daily operations of registration for student groups
- Create, evaluate and implement inclusive policies and procedures for the facilitation of student group registration.
- Develop and implement engaging officer training that educates all student group officers on policies, resources and services that affect their work on campus
- Oversee the management of student group records, including working with University Archives to maintain historical records of student groups.

- Advise and consult with registered student groups on student group registration, policy and procedures, conflict resolution, event planning and permit processes.
- Assist in the creation and development of student group policies and procedures related to assigned areas and assist with Student Group Registration Process for more than 900 groups each year.

### **Student Group Advising and Recognition Events (30%)**

- Manage difficult conversations around meeting the needs of multiple constituents keeping the goals of SUA, the University, and the student experience in the forefront of all decisions.
- Serve as SUA liaison to advisors and registered student groups (such as groups engaged in sports and competition, business, and performance and fine arts) to build relationships that provide more targeted support
- Attain knowledge of and remain knowledgeable on information in the field of student development and how it relates to student group policies and processes.
- Facilitate ongoing conversation amongst student group advisors about student engagement trends, group policy updates, and student needs
- Create, implement and evaluate opportunities for recognition of student groups through events, initiatives and support services.
- Collaborate with Orientation and Transition Experiences to create and implement opportunities for student group engagement
- Provide oversight, supervise and train a student employee focused on supporting ongoing student group recognition programs, including collaborating with SUA Marketing Managers

### **Supervision (10%)**

- Supervise and evaluate the Student Unions & Activities Registration Assistant who is responsible for timely communication with student groups, implementation of student group registration processes from accepting group applications to maintenance of the registration system and submitting invoice requests for new and expired group registrations.
- Train Student Unions & Activities Registration Assistant on presentation skills, decision-making, problem-solving, managing confidential information, and developing autonomy.

### **Student Group Conduct and Compliance (10%)**

- Manage the student group conduct process, involving other University departments related to student group conduct as needed.
- Manage annual review of student group policy handbook, coordinate updated language with University departments, and maintain a lens of equity, diversity, and inclusion
- Review and develop compliance resources to create training experiences for student group officers
- Collaborate with University policy managers to create consistent communication and enforcement of policies and procedures for student groups

## **Qualifications**

**Required Qualifications:** A Bachelor's degree plus at least four years of related experience is required. Knowledge of student development. Experience participating in student groups or student programming. Excellent organizational skills, effective written and verbal communication skills and the ability to contribute to an inclusive working and learning environment. Position requires some flexibility in schedule to occasionally work at events outside of regular hours.

**Preferred Qualifications:** Experience working with students and student groups in a college/university environment. Knowledge of student group or individual student conduct, event planning and programming. Master's degree in education, student development, student personnel or related academic areas. Experience working with organization management software or learning management software (Presence).

**Salary Range:** \$44,000 - \$53,000 depending on qualifications (DOQ)

## **About the Department**

Student Unions & Activities (SUA) is a department within the Office of the Vice President for Student Affairs at the University of Minnesota. Student Unions and Activities serves the campus by providing opportunities for the diverse graduate, professional, and undergraduate student community. Students experience inclusive engagement, develop life skills, and achieve excellence through access to spaces, convenient services, and programs.

SUA operates three facilities: Coffman Memorial Union on the East Bank campus, the St. Paul Student Center, and retail services on the West Bank campus. The department has an annual budget of \$16.8 million. SUA is funded by student fees and revenue generated by the department.

The department has a total of 65 fulltime staff, representing all employee groups except faculty, and 250 student employees. SUA provides opportunities for students to enrich and complement their academic experience by integrating student learning outcomes with student employment.

## How To Apply

Applications must be submitted online. To be considered for this position, please click the Apply button and follow the instructions. You will be given the opportunity to complete an online application for the position and attach a cover letter and resume.

Additional documents may be attached after application by accessing your "My Job Applications" page and uploading documents in the "My Cover Letters and Attachments" section.

To request an accommodation during the application process, please e-mail [employ@umn.edu](mailto:employ@umn.edu) or call (612) 624-UOHR (8647).

**Application Review will begin Monday, September 27, 2021.**

## Diversity

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: <http://diversity.umn.edu>.

## Background Check Information

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

## About the U of M



UNIVERSITY OF MINNESOTA

The University of Minnesota, Twin Cities (UMTC)

The University of Minnesota, Twin Cities (UMTC), is among the largest public research universities in the country, offering undergraduate, graduate, and professional students a multitude of opportunities for study and research. Located at the heart of one of the nation's most vibrant, diverse metropolitan communities, students on the campuses in Minneapolis and St. Paul benefit from extensive partnerships with world-renowned health centers, international corporations, government agencies, and arts, nonprofit, and public service organizations.