

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following 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.

Title: PROGRAM ADVISOR

Reports To: Designated Supervisor

UW Job Code: 3937

UW Job Family: 35 - Student Service Management Support

SOC Code: 25-9099

FLSA: Non-exempt

Pay Grade: 18

Date: 4-1-95 (revised 7-1-02; 2-12-03; 7-1-04; 7-1-08; 10-30-19)

JOB PURPOSE:

Assist in the planning, implementation and evaluation of co-curricular, cultural, developmental, recreational, sponsorship and social programs for the student community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide leadership, direction and advice to student committees and organizations to maintain comprehensive activities program.
- Assist in planning, coordinating and evaluating cultural, developmental, social and recreational programs; may participate in presentation of activities/events.
- Assist in developing annual program budget recommendations and monitoring expenses; recommend programs/activities.
- Participate in arranging programming, facility reservations and publicity for activities.
- Assist with special projects, reports, planning cycle preparations and related activities, programs, and committees.
- Assist in establishing specialized committees to aid in production and orchestration of activities; organize and sponsor workshops and training sessions as necessary to assist student leaders and committee members.
- Other duties as assigned.

SUPPLEMENTAL FUNCTIONS:

- May advise program committees, manage the day-to-day operations of such committees and coordinate student program chairs.
- Maintain communications with agencies, performers, sponsors and promoters; recommend program possibilities.
- Provide resource information regarding campus programming.

- Attend meetings to obtain and exchange information regarding campus programs.

COMPETENCIES:

- Strategic Planning
- Individual Leadership
- Meeting Facilitation
- Developing Organizational Talent
- Collaboration
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- University and department policies and procedures pertaining to activities/projects/programs.
- Training and presentation methods and techniques.
- Basic operation of computers and audio/visual equipment.
- Project planning, goal setting, group dynamics, and project supervision.
- Project analysis, assessment, and report writing.
- Conflict resolution, mediation, and negotiation methods.

Skills and Abilities to:

- Effectively communicate with diverse populations, student groups and the general public.
- Advise students and committees on project and activity development, planning, preparation, and completion, including publicity development for events.
- Interpret information and make independent decisions regarding project management.
- Provide instruction and advice on project management to diverse student organizations and groups.
- Provide assistance in developing project budgets and teaching fiscal management.
- Assist in negotiating contracts and assessing contract compliance.
- Assess project/program/event success and customer satisfaction.
- Assess student needs and demands of campus community in relation to programming.
- Examine project operations and procedures, formulate policy and procedures, develop and implement new or revised strategies, goals and objectives.
- Work as a team member and foster a cooperative work environment.
- Assist with the development, implementation and evaluation of event promotion.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Some positions require travel throughout campus and local community.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.