

MONROE COMMUNITY COLLEGE ASSOCIATION, INC.

Advisor Position Description

Position Title: DCC SEGA Governance Advisor

Department: Damon Office of Campus Life

Reports to: Assistant Director of Campus Life

Primary Responsibilities:

The SEGA faculty advisor position plays a vital role creating a seamless academic and co-curricular experience for students involved in student leadership positions at Damon. He/she is primarily responsible for advising SEGA members during weekly meetings and assisting with weekly student leadership training sessions which consists of approximately 2-3 hours per week. Another major responsibility involves receiving academic progress reports mid-semester from faculty members regarding student leaders' academic performance and reviewing academic progress with student leaders throughout the semester.

Specific Responsibilities:

1. As a member of the Student Leadership Advisors Team (SLAT), work in tandem to assist with ongoing student leadership issues, student governance topics, training, yearly goals, policies/procedures and the continued development of effective and innovative leadership experiences and programs for students.
2. The advisor will attend all SEGA meetings and serve as parliamentarian for the meetings.
3. Increase the awareness of co-curricular opportunities for students to academic departments and encourage increased involvement by faculty in student leadership programs.
4. Increase the awareness of resources and funds available to faculty who are interested in developing an experiential project or program within their academic area.
5. The advisor will meet on a regular basis with the Assistant Director of Campus Life to discuss strategies for working with students involved with SEGA and methods for enhancing student development opportunities.
6. The advisor will attend (as necessary) the Annual Student Association Leadership Retreat, held during the fall semester. The advisor will also be responsible to attend the SUNY Student Assembly conferences in the fall and spring semesters with student leaders.
7. The advisor will assist in insuring that the yearly SEGA elected/appointment processes are followed.
8. The Advisor will assist with the development and instruction of student training topics. The Advisor will provide guidance and assess student progress in trainings throughout the semester.
9. The advisor will schedule at least two additional office hours weekly for walk-in student leadership questions, and the Campus Center Coordinator will be given an updated schedule each semester.
10. The advisor will provide an element of continuity to the organization as well as stimulating growth.

Qualifications:

Ability to work with student groups, establish and maintain effective relationships in a complex college community. Must be full-time MCC faculty member and teaching the majority of his/her classes at the Damon City Campus.