



Faculty Advisor Job Description

Title: Faculty Advisor
Reports to: Chapter Key Advisor

Position Summary

The faculty advisor shall be the primary liaison to the college/university for the collegiate chapter. He/she shall work primarily with the scholarship chair and the chapter archon to promote good scholarship, understanding of college/university policies and procedures, and a positive image of Phi Sigma Sigma to colleagues. In addition, the faculty advisor will serve as a resource to connect the chapter to the greater college/university community.

Key Relationships

- Scholarship Chairman
- Chapter Archon
- Chapter Key Advisor
- Chapter Advisory Board
- Greek Advisor and University Administrators

Other Interactions

- Community Archon
 - Headquarters Staff
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Minimum Requirements

- Meet with chapter key advisor/advisory board at least once per semester.
- Meet with scholarship chairman at least once per semester.
- Review the chapter's scholarship program and scholarship improvement plan (SIP) annually with the scholarship chairman.
- Advise and help oversee one scholarship program per semester.
- Serve as liaison between chapter and university/college.

Primary Responsibilities

Counsel the scholarship chairman and committee about developing and executing the scholarship program.

- Assist the scholarship chairman in program implementation.
- Serve as a link between the chapter and university/college, and assist the chapter with school policies and procedural matters.
- Serve as a campus contact person for issues pertaining to the Phi Sigma Sigma chapter.
- Lead discussions with members regarding how to best navigate the university/college community.
- Serve as a member of the scholarship committee and attend meetings regularly.

Phi Sigma Sigma



- Communicate with the chapter key advisor and advisory board about questions or concerns regarding the chapter.
- Assist the chapter in coordinating events to engage other members of the university/college faculty in support of academics.
- Positively promote Phi Sigma Sigma to colleagues on campus.

Knowledge, Skills, and Abilities (KSAs)

Leadership

- Ability to support, encourage and take responsibility for assisting the chapter in navigating the campus community
- Ability to direct members of the chapter to campus resources regarding scholarship, time management, and academic success.

Organizational Knowledge

- Knowledge of campus procedures and policies for student organizations.
- Knowledge of university/college risk and crisis management procedures.
- Knowledge of university/college services and resources available for students.

Relationships

- Ability to work and communicate with collegians as well as Phi Sigma Sigma volunteers and staff.
- Ability to promote the collegiate chapter in a positive light to other colleagues and faculty members.

Communication

- Excellent communication skills, including the ability to handle conflict and confrontation.
- Ability to respond to inquiries from chapters, university administrators, Headquarters staff and Fraternity volunteers in a timely manner.

Faculty Advisor Signature: _____

Date: _____