Student Organization Advisor Position Description

It is important to note that there are many different ways to advise and some advisors choose to be more hands on than others. It is SAGA’s request that when you decide to become an advisor, you refer to the Advisor Position Description as a tool that will assist you in remaining an active participant and strong resource for your student organization.

Student Organization Advisor Position Details:

- Read and understand University policies relevant to organizations and communicate these to the organization leadership.
- Discuss and establish expectations of both the advisor and the student organization membership.
- Attend at least one Student Organization E-Board Orientation session per academic year.
- Supervise the organization’s planning and events to make every effort to ensure that these activities are in line with all University policies, as well as federal, state and local laws.
- Complete the Advisor Registration Form during the student organization annual registration period by July 1st.
- Assist in student organization leadership transition following student organization elections.
- Provide advice and counsel by sharing expertise, insights and ideas, and making recommendations when appropriate to help the organization reach their goals.
- Take an active part in helping the student organization form bylaws, guiding principles and/or constitutional updates.
- Meet regularly with the organization’s president to discuss organizational matters and to relay and update information.
- Review any student-created designs to be used on any organization merchandise.
- Be abreast of all paid and unpaid contracts for performance or service agreements.
- Be aware of important deadlines and paperwork that the organization needs to turn in to the Office of Student Activities & Greek Affairs.
- Assist in the planning and implementation of events held by the organization.
- Be visible – make a strong effort to attend events and meetings hosted by your organization.
- Serve as a liaison to connect the organization with campus and community resources.
- Communicate regularly with SAGA’s Coordinator for Student Organization Programming and, when necessary, with other members of the Student Activities & Greek Affairs team.
- Refrain from filling out documents and forms that are expected to be completed by student members. Please utilize these opportunities as leadership development and teachable moments for our students.
- Assist in the development of leadership skills among members by providing guidance in issues regarding time management, budgeting, and assertiveness. Encourage all members of the organization to be involved.
- Nominate qualifying student leaders and the student organization for various recognition awards.
- Work with students to help them discover their strengths and talents and find ways to put those talents into action.
- Provide continuity and stability over time and help the organization communicate consistent goals and organizational values.
- Assist new officers in order to build on history and develop long term plans for the future of the organization.

For a comprehensive list of advisor resources please visit the SAGA website.