

Working with Your Advisor

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“Build your reputation by helping other people build theirs.”

-Anthony J. D’Angelo

StudentLeadership

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University Activities

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Terms of Service for Advisors

- An advisor is chosen for the *academic year*. Upon completion of this term, the organization may choose to reappoint the advisor (with their approval) or select a new advisor.
- The organization may choose an advisor for an *indefinite* term of service.

The Roles of an Advisor

1. Attend Student Organization Advisor Training sessions as offered by the University Activities Office.
2. Attend executive board and organization meetings on a regular basis.
3. Accompany organizations when attending off-campus meetings, conferences, conventions, or any other activity where the organization is representing the University.
4. Monitor financial accounts of the organization and approve monetary requests for the organization for both university funds and private account funds.
5. Sign all reservation confirmation forms for events and meetings planned by the organization.
6. Assist the organization in learning how to effectively run meetings, solve problems, and negotiate the University system.
7. Resolve conflicts between members as needed.
8. Request assistance from the University Activities Office as needed.



To Choose an Advisor

1. Sit down and talk as a organization about mutual expectations.
2. Contact University Activities if you have any questions.
3. Select an advisor; it is wisest to do so during each year's new officer election procedures (*Consider*: there may be circumstances when an organization may choose two people to serve as co-advisors for the organization).
4. See if the advisor agrees to serve.
5. Have the advisor use the online registration process for Student Organization Registration by October 1st of the academic year.

Benefits of Retaining an Advisor for Years

1. It helps continuity and stability of a group.
2. It allows easy transmission of advice on organizational affairs after familiarity has been developed.
3. Establishing rapport becomes easier.
4. There are many challenges involved in establishing a new advisor.

Benefits of an Advisor Rotation

1. More faculty/staff have an opportunity to serve as advisors.
2. The advising load can be shared.
3. A new viewpoint, fresh and creative, is possible with a new advisor.
4. The new advisor may want to be involved in the organization.

What Organizations can Expect from an Advisor

- Appropriate advice on activities that might be of interest to the student or enhance organizational development.
- Help the organization plan strategically for the future.
- Availability; provide the organization with their office phone number, office hours, and E-mail address.
- Be knowledgeable about University policy.
- Know what things are happening on campus that may be of particular interest to the organization (field trips, special programs, etc.)
- Keep the organization informed of changes.
- Inform the organization about financial opportunities (grants, etc.)
- Work cooperatively with the organization, answering questions objectively.
- Keep in mind the organization's needs & interests.
- Advice concerning liability and risk management.
- An advisor may have to say 'no' - that's OK.