

Thinking About Being An Advisor?

General Responsibilities of Advisors to Registered Student Organizations

To encourage positive interaction between both teaching and administrative staff and students involved in student organizations, every student organization is required to have an advisor selected from full-time faculty or administrative staff members at the University of Illinois Chicago.

Expectation of Advisors

Whether you are new to the organization or a veteran advisor or leader, it is important for student leaders and advisors to engage in periodic discussions about the advisory relationship. Both the advisor and leaders/officers should set expectations about the level of advisor involvement and preferred methods of communication. These types of conversations will help in preventing miscommunication and confusion as well as keep members engaged.

An advisor should:

- Minimize misunderstandings about roles and responsibilities.
- Be able to interpret University policies governing registered student organizations (and if you have questions, please contact Center For Student Involvement by 312 413-5070).
- Provide continuity to the group by communicating the policies, regulations, roles and responsibilities with group members, and assist with the transition of officers each year.
- Encourage and assist the group in setting organization goals.
- Be available to the officers of the organization for consultation.
- Encourage the officers to maintain accurate records.
- Provide guidance to group members regarding organization-related problems.
- Stay up-to-date on what is happening within the organization.
- Advise and consult organization officers on budgets and other financial affairs.
- Attend Workshops with the student leaders as you see fit to better understand policies.
- Attend meetings when possible.
- Promote involvement and discussion and encourage all group members, not just one or a few, to participate.
- Provide constructive feedback.
- Challenge members to set high goals, and then support them in their efforts. Facilitate creativity and innovation in the organization while recognizing that failure is a learning experience.
- Promote diversity within the organization.
- Do not let personal goals interfere with or influence group decisions, activities or objectives.
- Most importantly, be a caring individual with a real interest in and concern for students and their growth.
- Balance this additional responsibility with the other tasks you have here at UIC
- Enjoy developing young minds.
- Be aware of all university, local, state and federal mandates (Title IX, Clery, Stop Hazing etc.)