

**Department of Campus Life  
Student Organization Advisor Recruitment  
Role & Responsibilities**

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All student organizations are required to maintain a full-time faculty or staff member as their on-campus Advisor. This requirement serves to promote student/faculty interactions outside of the classroom, foster stronger connections with colleagues and increase a sense of school spirit and commitment to the institution.

Presence: [clayton.presence.io](http://clayton.presence.io) | To log-in, use your Clayton State [username@clayton.edu](mailto:username@clayton.edu) & password.

### **SELECTING AN ADVISOR**

It is important for student organizations to select advisors that are willing to help the organization meet its goals and provide guidance along the way. The Advisor should possess a working knowledge of the group, ability to relate to college-age individuals and have the time commitment. Student organizations must determine the role they might want their advisors to assume and communicate expectations with their advisor. Similarly, the advisor may have their own expectations for the group or for the role they are willing to play. Thus, both parties need to ensure they understand each other's roles and responsibilities and are a good match for each another. Organizations may select new advisors at any time. If such changes are made, the Department of Campus Life will need to be notified.

### **Questions that student organizations should consider before selecting an advisor and that advisors should consider before making a commitment to the organization:**

- How much involvement is expected or needed?
- How often does the group meet and do you expect your advisor to be present for these meetings?
- How many major activities does your organization execute each year?
- How experienced are the officers of the organization?
- What are some ways that your organization could use the advice of an advisor? Is there someone at the University who has particular interest or experience in this area?
- What skills would your proposed advisor bring to the organization? How do these skills match those of your organization?
- Are there areas in which you need specific assistance from your advisor and/or are there areas that are hands-off for your advisor?
- If you want your advisor to let you know when they believe you are making a mistake as an organization, how do you want them to express this concern?

### **To maintain a stable and good working relationship, student organizations and advisors should consider engaging in some of the following practices:**

- Give notices of meetings-Student organizations should always give notice of meetings to advisors and try to include and invite their participation on a mutually agreed upon level of involvement.
- Provide copies of minutes-Advisors and student organizations should keep a copy of all documents and correspondences that are distributed on behalf of the group.

- Be responsible-Each party should follow through on commitments.
- Develop relationship-Get to know each other as people and spend some quality time together.
- Communicate-Maintain constant communication to insure good, open, and supportive relationship.
- Consult before making major decision-Each party should be notified before making major decisions (e.g. purchases, removing an executive board member, etc.).
- Discuss conflicts-Advisors should be informed of problems. Their experience and knowledge could be invaluable in helping you to solve the issues productively and quickly.

## **ROLES & RESPONSIBILITIES OF AN ADVISOR**

Student Organization Advisors are one of the most important components of a group. Advisors help student organizations achieve and maintain efficiency. In addition to serving as a resource, Advisors help facilitate discussions and offer feedback and establish stability and continuity in organizational operations and activities. Advisors are not permitted to issue orders, threats, or mandates without the expressed consent of Campus Life. Furthermore, Advisors should not spend student organization funds without the consent of the group. **\*Advisors must complete the Advisor Training ANNUALLY.**

### **Student Organization Advisors are expected to agree to the following as part of the Registration Process:**

1. Have a firm understanding of the rules, regulations, and procedures of the University and Campus Life including the responsibility to ensure that student organizations are in compliance with Title IX. Clayton State University's Title IX coordinator is Nikia Yallah
2. Have a firm understanding of the rules, regulations, and procedures of the student organization.
3. Act as a liaison for the group.
4. Provide advice and guidance. Serve as a resource and mentor for the students.
5. Help the students develop and learn how to function as a team!
6. When possible, attend meetings and activities, events, and programs.
7. Maintain consistent contact with the officers. Encourage members to share in the leadership responsibilities.
8. Help with transition in leadership.

### **Important note:**

Campus Advisors are 'required' to attend late-night and weekend campus activities, events, and programs. excludes meetings. Advisors' failure to attend a late-night or weekend activity, event or program may result in cancellation.

Late-night activities, events and programs shall be defined as any activity, event or program that starts or ends after 11:00 pm. Weekend activities, events or programs shall be defined as any activity, event or program that takes place on Saturday or Sunday.