SUGGESTED DUTIES OF THE ADVISOR

Thank you for your commitment and dedication to the student club/organization that you advise and work with in our campus community. Your time is valuable and much appreciated by the students you advise and Bloomsburg University of Pennsylvania.

“Good Advising may be the single most underestimated characteristic of a successful college experience”


1. Attend most meetings and events of the organization. Assist in planning agendas and help students navigate challenges and troubleshoot problems within the realm of successfully completing their goals and objectives of each semester.

2. Available to meet with students in the organization, and readily available to officers of the student organization. Provide guidance, support and constructive criticism while allowing a level of autonomy for members and student leaders. Intervene if actions of the group conflict with #3.

3. Become familiar with and guide the activities of the organization in accordance with Bloomsburg University policies and procedures, as well as the purpose of the organization as stated in the organization’s constitution.

4. Meet with individual members of the organization when deemed necessary. Refer students to appropriate campus resources.

5. Instill principles that respect a free flow of ideas, including respect for dissenting opinion and open discussion, in operation of the organization.

6. Teach the techniques and responsibilities of good leadership and fellowship.

7. Act as a resource, providing continuity for the organization from year to year.

8. Offer financial supervision. Review and offer suggestions pertaining to all fundraising events and service projects. May approve all expenditures. Is familiar with policies and procedures of the Community Government Association (CGA) Finance and Budget committees.
Advisor Qualities

What do BU students expect of you as a student organization advisor?

In a survey, 70 students at Bloomsburg University were asked to describe what constitutes a good student organization advisor versus a poor student organization advisor. Listed below are some of the characteristics which appeared most frequently in their answers.

### A Good Advisor:
- Is Concerned
- Is Committed
- Is Supportive
- Is Interested
- Is Caring
- Is Organized
- Is Patient

### A Poor Advisor:
- Is always out of the loop
- Just signs requisitions/requests
- Does not attend meetings or functions
- Runs the meeting with no member input

### Program Content:

The activities involved in planning for the group’s educational development and enrichment.

Advisor activities related to program content may include the following:

1. Introduce new program ideas with some intellectual flavor.
2. Provide opportunities for the practice of classroom-acquired skills.
3. Help the group to apply principles learned within the group.
4. Point out new perspectives and directions of the group.
5. Supply expert knowledge.

### Scenarios to Think About:

**Task One:** Engage the student in making choices
**Negation:** “You should do the program this way; I have already decided how we will do this.”
**CHALLENGE:** Do you think you should develop the program like the last, or would it be more appropriate to develop a new approach?”

**Task Two:** Require interactions with diverse individuals and ideas
**Negation:** “Let’s have the program and not invite anyone else.”
**CHALLENGE:** Perhaps we might invite other groups with different viewpoints to attend the program and join in discussion afterwards.

**Task Three:** Involve students in direct and varied experiences
**Negation:** “Just do whatever you would like.”
**CHALLENGE:** “Since your group is looking for program ideas, why not have some of them check with the Center for Leadership and Engagement Office?”

**Task Four:** Involve the students in solving complex, intellectual and social problems
**Negation:** “I will figure this out; you don’t have to think about it.”
**CHALLENGE:** “I need your help with a matter involving what we should do to help one of our members who appears to be drinking a great deal of alcohol.”

**Task Five:** Involve the students in receiving feedback and making objective self-assessments
**Negation:** “You dominated the discussion tonight, and you shouldn’t do that again.”
**CHALLENGE:** “I’d like to share my impressions about your participation in the meeting tonight. Perhaps you could tell me your feelings about what happened.”

For assistance with advisement to student organizations please contact the Center for Leadership and Engagement Office, Northumberland Hall, Ground Floor, 400 East Second Street, 570-389-4354, stcle@bloomu.edu