



Earl Warren College  
UC San Diego

# STUDENT ORGANIZATION ADVISOR ACKNOWLEDGEMENT FORM

**Advisor Roles and Responsibilities:** The specific roles and responsibilities of an advisor vary depending on the needs of the organization and the advisor and should be negotiated before you commit to working with the organization. The interaction between advisor and organization provides a unique opportunity to assist individuals with problems, help students maintain a balance between academic and co-curricular aspects of student life, and make referrals to campus and community resources.

**Leadership development:** Through personal interaction and program development, you can play a significant role in developing members' leadership skills as well as identifying new leaders for the organization. Some specific skills you may enhance include:

- \* Interpersonal communication
- \* Organization and delegation
- \* Planning and adapting to change
- \* Group dynamics and conflict resolution

**Consultation:** Advisors meet regularly with officers and chairs as a resource for projects and events and to assist with navigating University processes. Through continued open interaction, you ensure safety, provide new perspectives, and guide the group in achieving their goals within both activities and individual performance.

**Continuity:** Officers and members change frequently, and at times the only link with the past is the advisor. You orient new officers and members to the history and purpose of the group and help them build upon it. You also help members look toward the future by developing long term goals and communicating them to new members. Be wary if an organization focuses on "this is the way things have always been." Encourage creative brainstorming to help an organization generate new ideas.

**Interpretations of policy:** As a representative of the University to the organization, you are constantly in a position to interpret University policies and regulations relevant to student organizations. You should also be familiar with all organization policies, such as the constitution, bylaws, etc.

**Supervision:** You have a responsibility to both the University and the organization to keep the best interests of both in mind. In a well-run organization, the supervisory role may be minimal and the advisor may need to intervene only to prevent the violation of public or institutional policy. Supervision also consists of coaching individuals to ensure accurate record keeping and budgeting.

**Financial supervision:** Each organization should have a president and financial officer. Work with this individual to ensure accurate record keeping and budgeting.

**Meeting organization:** Attend all regular and special meetings of the organization to keep informed and be available for consultation or to introduce ideas and suggestions. Many advisors have a time slot on meeting agendas when they can let the group know about upcoming campus events, congratulate members, offer remarks or evaluation, etc.

## **ACKNOWLEDGEMENT**

By signing as an Advisor, you assume the roles and responsibilities stated as the student organization advisor. You attest that the information provided on this form is accurate and true to the best of your knowledge. You grant the Dean of Student Affairs Office permission to use your information to contact you for business purposes only.

Organization Name: _____	
Advisor Name: _____	Title: _____
Mail Code: _____	Office Location & Room: _____
Email Address: _____@UCSD.EDU	Phone: _____
Advisor Signature: _____	Date: _____

*Note: All student organization registration information has been adapted from the Student Organizations Handbook of the Center for Student Involvement.*