

Club Advisor Responsibilities

Recognized student organizations at Southern California University of Health Sciences are required to have an advisor who is a faculty member or permanent full time staff personnel. Student teaching assistants may not serve as organizational advisors. Advisors are an important asset to student organizations and can assist the group in obtaining its goal by providing support and leadership.

Advisors should be prepared to assume the following responsibilities:

Purpose: Contributes to creating a safe environment.

Summary:

- Mentoring of students;
- Meeting with club officers, as needed
- Maintains accurate records and/or is aware of responsibilities of their club members at all times.
- Ensures club member responsibilities are being met such as attending meetings, contributing to the success of the club, communicating needs, etc.
- Supports members by attending all meetings and events, creating proposal, providing ideas, etc.
- Is the decision-making authority; applies moral and ethical standards at all times and abides by University policies and processes such as Code of Conduct and Academic Integrity.
- Is aware of any concerns or problems and attempts to deescalate and resolve them.
- Conflict mediator when needed between members, patrons, and others.
- Auditing finances;
- Assisting with election concerns;
- Discussing and approving goals, objectives, and mission statement;
- Keeping members motivated;
- Is sensitive and aware of the diversity of our student body and their needs, including any accommodation needs.
- Readily available to meet with and talk to members which includes communicating how and when they can connect with you.
- Depending on the event or activity, completes co-curricular assessment about experiences as requested by the Office of Institutional Effectiveness in a timely manner, which can include grading student reflection papers. *The supervisor will be informed ahead of time of this requirement.*
- Does not become intoxicated and incapacitated mentally or physically throughout the duration any activity or event such as meetings, fundraisers, trips, and all other forms of interactions.
- Maintains member records and communicates to Student Services about concerns.
- Coordinates travel arrangement needs with assistance from Student Services as needed.