

## **Advisors of Recognized Student Organizations**

Recognized Student Organizations at the University of Nebraska at Kearney are required to have an Advisor who is a UNK faculty or staff member.

### **Who can be an Advisor?**

The Primary Advisor must be a full-time academic/administrative or managerial/professional faculty or staff member at the University of Nebraska at Kearney. Secondary or Co-Advisors may be a full or part-time academic/administrative, managerial/professional, office/service staff member, graduate assistant, alumni, or community member.

### **Role of an Advisor**

Student organizations are initiated, developed, and run by their student members. Advisors provide support and guidance, while students provide the primary leadership and initiative for programs, events, and activities. Advisors serve as an important resource for student organizations, providing the foundation for long-term stability, growth, and development. The specific responsibilities of the advisor may vary depending on the nature of the student organization. Each advisor's personal style will also affect the degree of involvement they or she has with the group. It is important that the student organization's leadership and the advisor work together to develop a mutually agreed-upon understanding of the role and expectations of the advisor.

### **There are three ways to become an Advisor:**

- Volunteer to become an advisor: UNK faculty and staff members may request to advise a student organization by contacting the Associate Director of the Nebraskan Student Union (308)865-8523 or [danubet@unk.edu](mailto:danubet@unk.edu).
- Be requested: Members of a student organization may approach you and ask you to serve as their advisor.
- Assignment: University faculty or staff may be assigned to work with a recognized student organization as part of their job responsibilities.

### **Responsibilities of an Advisor**

- Maintain an awareness of the activities and programs sponsored by the student organization
- Assist the student organization in accessing University services and review and approve (as appropriate) any required University paperwork
- Report all student organization travel to the UNK Risk Management Officer
- Keep the Nebraskan Student Union and Student Engagement Office updated on changes in the organization and the officers. Changes in officers can be easily updated in Engage as noted in section below.
- Because student organization advisors are considered by law to be a "Campus Security Authority" (CSA) for the university, advisors are required to immediately report to UNK Police any Clearly Act crimes of which they are made aware

### **Additional Responsibilities**

Advisors should discuss with student members the following items, depending on the organization's needs.

- Meet with student organization leaders to discuss upcoming meetings, programs, long range plans, goals, and problem solving
- Attend general and executive board meetings as often as possible
- Assist the student organization in monitoring and adhering to the budget
- Assist with officer transition and new officer training
- Explain and clarify University policies and procedures that apply to the student organization
- Communicate with the student organization regarding appropriate behavior on the part of the members and possible consequences of unacceptable behavior
- Attend update and training sessions for advisors that are provided each semester by the Nebraskan Student Union.
- Be familiar with the national structure and services provided by affiliated bodies (e.g. national organization of sororities and fraternities) if relevant.

## **Presence**

Presence is the student organization online management portal designed for recognized student organizations. Through Presence, student organizations can manage their rosters, submit event requests, submit funding requests, promote events, and track attendance. Advisors of student organizations have a role within Presence to assist with page maintenance and ensure the information in Presence is updated and accurate for the student group they advise. The Presence login can be found here at <https://unk.presence.io> by logging in with your UNK campus credentials. If you have questions about using Presence, the Office of Student Engagement staff is available to help and can be reached at: (308)865-8523. Renae Zimmer, Presence Administrator, can also be contacted at [zimmerri@unk.edu](mailto:zimmerri@unk.edu).