

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

Requirements to be an Advisor:

The Primary Advisor must be a full- or part-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 who provide leadership and initiative for programs, events and activities. Advisors provide support and guidance to the organization, laying 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 he or she has with the group. It is important 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: UNK faculty and staff members may request to advise a student organization by contacting the Associate Director of the Nebraskan Student Union at (308) 865-8523 or danubet@unk.edu.
- ✚ Be requested: You may be approached by members of a student organization requesting you 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 Office.

Advisors of Recognized Student Organizations

- ✚ 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 OrgSync as noted in the following section.
- ✚ Per the Clery Act, student organization advisors are considered by law to be a “Campus Security Authority” (CSA) for the university. As such, advisors are required to **immediately** report to UNK Police any potential Clery Act violations of which they are made aware.

Additional Responsibilities:

Depending on the organization’s needs, advisors should discuss with student members the following items:

- ✚ 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.
- ✚ If relevant, be familiar with the national structure and services provided by affiliated bodies (e.g. national organization of sororities and fraternities).

OrgSync:

OrgSync is the student organization online management portal designed for recognized student organizations. Through OrgSync, student organizations can manage their university records via the internet. Advisors of student organizations have a role within OrgSync. Advisors make sure the information in OrgSync is updated and accurate for the student group they advise. The OrgSync login can be found here: <https://orgsync.com/login/university-of-nebraska-kearney>. If you have questions about using OrgSync, the staff of the Student Union are available to help and can be reached at (308) 865-8523.