



University Greek Advisor Job Description

In requiring registered student organizations to have advisors, the University assumes that advisors will take an active role in the organization. The nature and style of that role is left to the determination of the organization and its advisor. The student organization advisor is primarily responsible for providing advising and guidance for the organization and to act as a resource person.

The duties and responsibilities of the advisor include, but are not limited to, the following functions:

1. Having a concern for the ongoing function of the organization. This includes attending meetings or reading the meeting minutes and being familiar with the group's constitution.
2. Scheduling a monthly meeting with the chapter president and being available to meet with members upon request.
3. Serving as a resource person for planning events and programs, resolving issues confronting the group and orienting new members and officers. The advisor should be able to help the students utilize the Willamette resources available to them.
4. Encouraging the organization to function within University guidelines and to not condone any activity that does not keep with the letter and spirit of University policy. Each advisor should be knowledgeable about University policies and keep current copies of the *Student Handbook* and *Selected Policies Manual* as valuable resources in understanding these policies. The advisor should report anticipated or actual violations of these policies to the University Judicial Officer.
5. Being aware of the organization's financial status and encouraging the maintenance of accurate financial records.
6. Encouraging the learning process by remembering that it is the students' organization and they are free to make their own decisions.
7. Attending meetings of the organization advisors when requested by the Office of Student Activities.
8. Providing a signature for all Willamette documents that require an advisor signature.
9. Working in partnership with University staff, chapter advisors and national headquarters to foster a positive fraternity experience for the undergraduate members.