

Position Description



General Information: *Position Title:* Chapter Advisor
Date Revised: 2/4/2021

Synopsis of Role:

Chapter Advisors are faculty and staff members who actively volunteer with the Office of Student and Alumni Affairs to ensure student organizations at the university meet performance standards outlined in the Chapter Standards Program. Chapter Advisors provide oversight and guidance to student and alumni officers. The Chapter Advisor plays an important support role on our virtual campus, and is a professional development opportunity for faculty and staff members looking to volunteer and serve the university in a leadership capacity.

To participate as a Chapter Advisor, you must obtain approval from your supervisor and have a completed Supervisor Acknowledgement Form on file. The amount of time required for the role will vary, but it is estimated that the position will take 4 hours per week. All faculty and staff members must also be in good standing to serve as a Campus Leader.

Essential Functions/Intended Outcomes:

While the Chapter Advisor role is voluntary, a high-performing Chapter Advisor completes the following activities:

- Maintains knowledge about the purpose and expectations of the organization
- Ensures the officers and members of the organization are informed of and follow university policies, procedures, rules, and regulations as stated in the [Student Handbook](#) and the [Chapter Standards Program](#)
- Approves the scheduling of officer and chapter meetings, and reviews meeting objectives and content. Attendance at all meetings is encouraged; yet, it is not mandatory
- Participates in chapter activities and dialogue
- Ensures officers of the student organization are selected according to the procedures stated in the organization’s constitution
- Develops and secures chapter leadership, to include assisting in officer transition and new officer onboarding
- Properly handles requests for university services or appeals of administrative decisions
- Supervises all activities, programs, and events sponsored by the organization
- Ensures national renewal paperwork is submitted, if applicable

Professional Development and Critical Competencies:

- Self-management, leadership, and teamwork
- Administrative and project management
- Critical thinking
- Communication skills
- Organizational knowledge and strategy

Qualifications:

- University faculty or staff, with supervisor approval
- Ability to commit to a one-year term