Advisor  
FAQ Questions

I just agreed to serve as a club advisor. Now what?

*First off, Thank you! The only downside to having as many student organizations as we do is we can’t be there for every meeting, brainstorming session, or event – this is where you come in. Please, share your expertise if you are familiar with the club topic, and if not support continue to support them in their mission anyway. When it comes to organization logistics such as purchasing, room booking, and connecting with other University offices, our office is here to help with those. To support our advisors we also offer advisor trainings once a semester to cover upcoming registrations, programming tips, or just discuss any current problems advisors are facing. You will receive information for these via your Suffolk email. Utilize the resources on this section of our website to educate or troubleshoot anything you encounter. If you can’t find your answers here, you can always reach out to the office directly at* [*sli@suffolk.edu*](mailto:sli@suffolk.edu)*, by calling 617-573-8320, or stopping by our office on the 3rd Floor of Sawyer Suite 320.*

What are the responsibilities of an advisor?

*Support student organizations in the creation of programs, recruitment of speakers, discussion of topics, conference planning, etc. Be present for elections of new officers. Advise them in conflict resolution, problem-solving, budgeting, etc.*

What type of time commitment is associated with the advisor job?

*Advisors can be as active in-group advising, as they would like. We request you check in and try to be present and assist with the end of the year registration process. Advisors can attend weekly meetings and travel with the group to conferences if they are interested in and able to do so.*

Will I be paid an additional amount for my work as an advisor?

*No, regardless if employees are hourly or salary they will not be paid an additional amount. However, if they’re traveling with the group for a conference their expenses (flights, cabs, food expenses, etc.) will be covered by the groups budget. Alcohol and personal goods (souvenirs, clothing, etc.) are NOT covered and will not be refunded, itemized receipts are necessary for all reimbursements.*

What are the benefits of being a club advisor?

*Club advisors are given an opportunity to work with students they may not normally interact with in their professional responsibilities. They can contribute to club programming and content, as well as provide connections for students with other professionals. Club advisors can also travel on trips or conferences with groups and attend speakers or shows with the group using club funds.*

Am I required to attend all meetings?

*No, though you are welcome to attend as many as you can. We ask you to do your best to be present for elections or changes to the constitution meetings.*

Am I required to travel with the group?

*No, though you can if you’d like to and are able. If you’re not able to travel with the group to a conference or event, we ask that you help the group to recruit another faculty or staff advisor to travel with them. If no one can be found, please notify SLI as soon as you are able to so that we can recruit another advisor.*

Do I need to register/submit paperwork/process payments/etc.?

*Nope! If you can help us in reminding the students to complete these items in a timely manner, we would appreciate it. However, it is not your responsibility to handle these things. Student organizations should process their own paperwork and payments.*

Who can I contact if I have questions?

*Please contact SLI by emailing* [*sli@suffolk.edu*](mailto:sli@suffolk.edu)*, we’ll connect you with the program advisor for your group. You can also call the office at 617-573-8320 or stop by the 3rd Floor of the Sawyer Building.*

Can someone from SLI assist me with \_\_\_\_?

*Absolutely. We are so grateful for your help but we understand this isn’t your full time job. SLI is here for any questions or concerns regarding club matters. We’re also happy to attend meetings or events, or create custom trainings for your organization’s needs.*