



# Office of Student Life

## Guidelines for Advisors of Student Interest Groups

### 2024–2025

#### Welcome!

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Congratulations on becoming an advisor to an OHSU student interest group (SIG). Whether you are experienced or new to the position, you are about to engage in a rewarding experience, and the Office of Student Life staff looks forward to assisting you. We have published these guidelines to provide you with information about resources available to you and your students' organization.

The services we provide advisors and student organizations are continually changing and developing to support your efforts. If you have suggestions or comments about the guidelines, or other services that are provided to the SIGs, please forward them to [studentcenter@ohsu.edu](mailto:studentcenter@ohsu.edu). Should you have additional questions or need assistance, please don't hesitate to contact our office via phone at 503-494-8295 or email.

#### Why become an advisor to a student interest group?

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Student interest groups provide a unique opportunity for students to gain practical skills and enhance their extra-curricular experience, as well as to interact with others who have similar interests. Most students find their participation in SIGs rewarding – and you are a key part of that. As mentors to the groups, advisors serve as a guide and counselor for the students and can tangibly enhance students' experiences with the group. Advisors help to carry on traditions, relay information from year to year for continuity, and provide valuable knowledge and wisdom to the operations of the SIG. Your willingness to volunteer in this role will make the students' experience a worthwhile one. Your commitment to providing this leadership to students will be rewarding for them and for you.

#### Who can become an advisor?

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Advisors to student interest groups must be a full-time OHSU faculty or unclassified administrative (UA) senior-level administrator.

#### Expectations of advisors to student interest groups

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- Attend SIG meetings and be available to members of the group.
- Assist with connecting SIG to campus resources.
- Attend and participate in SIG-sponsored activities and events.
- Promote interaction between SIGs.
- Serve as a liaison/communication link between the SIG and University Administration.
- Counsel the SIG on execution of the group's bylaws.
- Guide the formation and implementation of the group's mission, goals, and objectives.
- Counsel the SIG on matters regarding OHSU policies, including but not limited to [Policy 02-90- 001, Student Interest Group Recognition](#) and [Policy 08-25-001, Use of University Name and Trademark](#).
- Monitor group's fundraising efforts and make sure the group is adhering to procedures outlined by the Office of Student Life.
- Monitor SIGs use of funds.

*If you feel you cannot meet these expectations, then you should consider not being a SIG advisor.*