

# Tips and Resources for Truman Organizational Advisors

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# Overview

- What Students Need from You as Advisors
- Advising Styles
- Tips to be a Successful Advisor
- Advisors on Truman's Campus
- CSI Resources
- Student Union Administrative Office
- Other Helpful Offices
- Questions

# What Students Need from You as Advisors...

- Input on projects and events
- Conference and campus events information
- Information about events from past years
- Contact information of community partners
- Help with publicity
- Signature for forms
- Funding information

# Advising Styles

- **Supporting** – the advisor facilitates and supports the efforts toward a task accomplishment and shares responsibilities for decision making with the students. Use this style with groups that are just starting to understand the concepts that will lead to success.
- **Delegating** – the advisor empowers the students to conduct their own decision making, problem solving, and delegating. Use this style with groups that are at a high level of readiness.

# Advising Styles

- **Directing** – the advisor provides specific instructions and closely supervises task accomplishments. Use this style with groups that are at a low level of readiness.
- **Coaching** – the advisor continues to direct and closely supervise task accomplishment, but also explains decisions, solicits suggestions, and supports progress. Use this style with groups that have a few leaders that are at a higher level of readiness who will need your support with the rest of the group to get things accomplished.

# Tips to be a Successful Advisor

- Invest time in the organization
- Be available and be approachable
- Be open to learning yourself
- Provide appropriate feedback
- Establish relationships with students based on appropriate boundaries and limits
- Keep your students and yourself motivated
- Help the organization establish/maintain its identity on campus
- Create recognition opportunities
- Set expectations and encourage respect

# Advisors on Truman's Campus

- Giving time to student leaders
- Aiding students find the answers
- Empowering student leaders
- Helping students uphold University standards
- Being aware of resources on campus
- How we can help you be a successful advisor for a Truman organization....

# CSI Resources

- Website resources - [www.csi.truman.edu](http://www.csi.truman.edu)
- New hours of operation
  - Monday – Thursday – 8am-8pm
  - Friday – 8am-5pm
- Event management
- Risk management
- Gambling
- Movies
- Important forms
- Logo usage
- FAQ



# CSI Resources

- Services
  - Organization database
  - Poster approval
  - Copier machine
    - Charges billed every month
    - Make checks payable to Truman State University
  - Mailboxes
  - Lockers
  - Charging to your account
  - CSI Conference room scheduling
    - Trace a banner
    - Hold a meeting

# CSI Resources

- Programming
  - Activities fair
  - Homecoming
  - First-year Activities Committee (FACT)
  - Leadership Recognition Program
  - Golden Leadership Award

# Student Union Administrative Office

- Room reservations
- Outdoor reservations
- Sandwich board spaces
- Easels
- Digital signage – TV screens

# Other Helpful Offices

- DPS – University vehicles, unlocking doors
- Publications – design of posters, flyers, T-shirts, brochures and more
- Printing services – printing of posters, newsletters, brochures, cards
- Sodexo – catering services and table tents reservations
- Physical Plant – delivery of tables and chairs, hanging of banners –
- ITS – webspace requests, equipment checkout

Questions?