



**Student Association Advisor Contract**

**INSTRUCTIONS:** Download this PDF and save it to your computer. The program Adobe Reader will allow you to open, fill in, save and print this form.

I, \_\_\_\_\_, (printed name), accept the position as Advisor for \_\_\_\_\_ (Association name), for the 2015-2016 academic year. I understand Saint Paul College association advisors will receive a stipend that will be paid per semester upon successful completion of the responsibilities outlined below. The stipend for this position is \$250/semester, \$500 for the full academic year. This association does not meet during the summer.

**Advisor Expectations and Responsibilities**

Recognizing student associations may not be familiar with all Saint Paul College/Student Life policies, regulations or state and local ordinances, it is required that all approved associations must have an advisor whose role will be to guide and nurture the group in order to adhere to the philosophy and intent of the association and Saint Paul College’s mission statement. Advisor responsibilities include:

1. Attending and advising students at all meetings, functions and activities or provide a substitute when unable to attend. This includes being present for set up and clean up at association sponsored activities and events.
2. Ensuring the student association abides by all Saint Paul College, Student Life, Student Senate and MnSCU policies.
3. Assisting the student association to plan, organize and execute activities and events, including the completion of all necessary paperwork authorizing them.
4. Assisting in determining realistic goals for the Student Association and in evaluating the Student Association’s progress toward those goals.
5. Serving as a role model to the students of Saint Paul College.
6. Interpreting Saint Paul College policy and make decisions in regards to rules and regulations and any questions that may arise during association activities. Notifying proper parties when policy and rules are violated.
7. Ensuring that all necessary student association documentation is current and on file in the Student Life Office annually.
8. Providing the association’s meeting information (time, location, day of the week) to the Student Activities Coordinator. If your association meeting time changes during the year please inform Student Life.
9. Attending any Advisor orientations or trainings as directed by the Office of Student Life.
10. Providing opportunity and guidance for individuals to gain experience in leadership and interpersonal relationships.
11. Assisting with all student leadership elections and transitions, ensuring they occur according to the association’s constitution.
12. Assisting all student leaders acclimate to their leadership roles, making certain that new officers have a copy of the Student Association’s handbook and any other pertinent information.

<b>Advisor Printed Name</b>		<b>Signature of Dean</b>		<b>Date</b>
<b>Advisor Signature</b>	<b>Date</b>	<b>Signature of Director of Student Life</b>	<b>Date</b>	
			<b>Student Senate President</b>	<b>Date</b>