



SA Chartered Student Organization Advisor

24/04/15

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Communicates with: Vice President Services
Student Life Staff

Description: The Chartered Student Organization (CSO) Advisor is primarily responsible to help students create an environment within their organization that is productive, safe, enjoyable, educational and student centered by providing advice and support to chartered organizations in their operations and activities.

Position Expectations:

The CSO Advisor:

1. Will be an employee of the Nova Scotia Community College.
2. Will be aware of all College policies that establish expectations for student behaviour such as: *Policy on Occupational Health and Safety; Respectful Workplace and Learning Environment Policy; Academic Climate Policy; and Student Code of Conduct.*
3. Will be familiar with the NSCC Chartered Student Organization application requirements.
4. Will participate in an advisory, non-voting capacity at meetings of the student organization.
5. Will develop and maintain a close working relationship with the organization Chair and will meet with the Chair on an as needed basis to discuss issues.

Key Responsibilities:

1. Meet with the CSO members at the beginning of each semester to assist in organizational goal setting and to discuss general expectations of roles and responsibilities.
2. Regularly attend meetings of the CSO and provide support in the running of effective meetings.
3. Be available outside of meetings to provide advice and consultation with members of the CSO Executive.
4. Facilitate opportunities for students to exercise initiative and judgment through event and activity planning. The Advisor will participate in this process, ensuring that issues of student safety and liability are taken into account.
5. Attend CSO events and activities when possible.

Commitment:

The Advisor's term commences at the time of signing the *Chartered Student Organization package* and expires on the anniversary of this signing. The position is completely voluntary in nature.