THANK YOU

For your interest in becoming a Club Advisor!

Portland Community College - Southeast Center currently has on average twelve (12) chartered clubs a year. As the campus grows, our Club Program is projected to grow with it. And our students need YOU to help grow out program.

The Clubs are lead by dedicated student volunteers who are passionate about various topics that can range from Social all the way to Political. These Student Leaders are here to see that their Club flourishes and grow well past their time here at PCC.

Your roll as an advisor is simple... You are to serve as a resource and confidant to the Club(s) who ask you to service as their advisor. You are there to help them seek their individual and group potential by helping them navigating the complicated college system. You are to demonstrate positive behavior to the students and show them that the college is supportive of presences and activities. To show them that learning can happen outside the classroom too.

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A Brief Guide to Being a Club Advisor
A Club Advisor is...

- Someone who views advising as a means of professional and personal growth.
- Someone who takes pleasure in working with students individually outside the classroom.
- Like a Jedi Master, teaching our young Padawans to become independent, educated and focused.

To be the Best Club Advisor...

Believe in Your Students: If you believe in them, encourage them and let them know their full potential, they will believe in themselves.

Evaluate Your Students: Provide positive feedback and constructive criticism. You are helping them learn valuable life skills outside the classroom.

Create a Positive Environment: Communicate effectively with them all the time so you can back them up 110% on any of their endeavors.

Know Them as Individuals: Get to know them as a person, not the club in which they represent and participate in. Share your own experiences and ideas with them. Connect on a human level.

Functions of a Club Advisor

Advise, not Coordinate: You are to provide the students the tools to lead, not do the work for them.

Model the Way: Be a positive role model for the Club leaders and members. You are the professional, show them the way.

Help Problem Solve: Recommend proper services provided to the students to help solve issues as they arise.

Maintain Community: Help new leaders by training and maintaining the history and purpose of the club.

Monitory Activity: Oversee club expenditures, advertisement, fundraisers, etc… To make sure all actions are appropriate and follow college policy.

Participate: Attend Club meetings, events and socials as deemed necessary. Don’t let the students think you are disinterested. Be their greatest and loudest cheerleader!

Listen: Carefully listen and consider all voiced concerns and issues brought forth by club leaders and members. Provide the with a sincere and realistic outcome to the situation.

Share Experiences and New Ideas: You were a student once, share ideas from your collegiate and professional experience.

Communicate: Know your officers and keep a contact list. Make yourself as available and accessible as possible.

What PCC May Expect of Advisors

1) Is an employee of Portland Community College with at least half their time spent at Southeast.
2) Is passionate about the Clubs mission and purpose.
3) Displays knowledge that pertains to the club in which they are advising for.
4) Serves as a college resource guide to the club officers and members.

5) Help grow, nurture and cultivate current and future leaders of the club.
6) Participate in the club to the fullest extent without actually making decisions or setting policies for the club.
7) Help guide Student Leaders through the various channels of PCC to help them better understand college policy and guidelines.
8) Work closely with the Assistant Student Leadership Coordinator to have the most up-to-date information and tools to help clubs thrive.