

# ***LEADER READERS***

## *Working with university administration*

### **PURPOSE OF ADMINISTRATION:**

- Provide boundaries for students to work within
- Provide guidance to students
- Hold students accountable
- Provide information to students that could impact them

### **WHAT STUDENTS EXPECT OF ADMINISTRATION:**

- Accurate information
- Accessibility
- Dependability
- Team approach

### **WHAT ADMINISTRATION EXPECTS OF STUDENTS:**

- Accurate information
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- Team approach

**Leader Readers are a service of the Center for Student Development (CSD), created to support student organization success at Texas Woman's University. For more information, please contact the CSD at (940) 898-3626 or visit us on the first floor of the Student Center, 116.**

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As you can see, more often than not, the administration and students have the same expectations of each other. To capitalize on this, what can you do to ensure you put your best foot forward? Here are some tips.

**TIPS TO BEING EFFECTIVE WITH ADMINISTRATION:**

- If you have an issue, do some research into the topic.
- Set a meeting – do not drop in. You will be taken more seriously.
- Dress appropriately. You do not have to be in a suit, but business attire will be more impressive than shorts and a tank top.
- Speak intelligently – use your research in your discussion.
- It's ok to disagree, but disagree in an appropriate manner.
- Use the time you have with the administrator effectively – be aware of time constraints.
- Set a follow-up meeting. This will reinforce your point and let the administrator(s) know you are serious.
- Gather support for your ideas.
- Be open to hearing another viewpoint.
- Use your resources on campus – faculty, staff, advisers.

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