Job Title: Advising Coordinator

Department: Graduate Student Association – University of Waterloo

Reports To: GSA Vice President, Advocacy

Salary Grade: 25.00 per hour

Effective Date: January 3rd, 2022

Primary Purpose
The primary purpose of this position is to support graduate students at University of Waterloo through assisting in the Graduate Student Association (GSA) in managing, operating, and delivering advising sessions to graduate students. This position will support current and ongoing strategic planning initiatives, and will be required to represent the GSA to campus stakeholders – per the direction of the GSA VP Advocacy.

Key Responsibilities

Serve as a liaison among the GSA to refer graduate students who would benefit from more specialized support (e.g., refer and consult with the Equity Coordinator for equity-related concerns).

- Provide confidential advising appointments to students with respect to University policies; supervisor relationships; filing a grievance, appeal or petition; support for meetings; etc.
- Participate in relevant campus committees, as determined by GSA Vice President of Advocacy.

Education

- Completion of a post-secondary degree or professional qualifications

Experience

- Full- or part-time graduate student at the University of Waterloo
- Minimum of 1 years of professional experience with a proven track record of delivering outstanding communication and interpersonal skills
- Experience working with a university student organization and demonstrated knowledge of the GSA and University of Waterloo
- Ability to work with and build relationships with internal and external partners
- Must have excellent attention to detail
Knowledge/Skills/Abilities

- Proficient in MS Word, Excel and PowerPoint