



Job Description: Advising Coordinator

Job Title: Advising Coordinator

Reports To: VP Advocacy

Hours: 8 hrs/week

Wage: \$27.50/hr

Effective Date: May 5th, 2025

End Date: April 30th, 2026 (renewable with satisfactory performance)

Primary Purpose

This position's main purpose is to support graduate students at the University of Waterloo by assisting the Graduate Student Association (GSA) in managing, operating, and delivering advising sessions to graduate students. These sessions involve topics regarding supervisor-student relations, equity, housing, and other policy related issues.

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.

Core Responsibilities

- Serve as a primary advocate for graduate students engaging in grievances or navigating the policies of the University of Waterloo
- Serve as a liaison within the GSA, referring graduate students to specialized support services, such as directing them to the Equity Coordinator for equity-related concerns.
- Provide confidential advising appointments to students on various issues, including understanding university policies, managing supervisor relationships, filing grievances, appeals, or petitions, and offering support for meetings.
- Identify and address issues impacting the international graduate student community.



- Advocate for increased financial and non-financial opportunities and support services for international graduate students to senior administration within the University of Waterloo.
- Develop communications and informational resources focused on the graduate student community, in particular regarding UW policy and for graduate students seeking, or currently, living on-and off-campus
- Strategize and advocate for graduate students living on- and off-campus residences and in Waterloo Region (and around other campuses, where applicable)
- Organize events that promote the engagement of the graduate student community to educate on topics such as UW policy and housing
- Conduct research to obtain insights on the experiences of graduate students in relation to UW policy and housing
- Participate in relevant campus committees, as determined by GSA Vice President of Advocacy

Required Qualifications

- Full- or part-time graduate student at the University of Waterloo
- Minimum of 1 year of professional experience with a proven track record of delivering outstanding customer service, excellent communication, mediation 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
- Experience with UW policies is an asset

DIVERSITY AND EQUITY:



**GRADUATE
STUDENT
ASSOCIATION**
UNIVERSITY OF WATERLOO

The GSA is involved in significant conversations and decisions directly related to student life at UW, and this dialogue is strengthened when the GSA staff team is composed of students with diverse backgrounds, identities, challenges and experiences. The GSA welcomes and encourages applications from qualified individuals who are Black persons, Indigenous persons, and persons of colour, persons with disabilities and/or accessibility needs, all religions and ethnicities, and all gender identities, gender expressions and sexual orientations.