



Academic Adviser, Graduate Programs Lead
(Professional Staff Job Title: "Counseling Services Coordinator")

I. Academic Advising & Student Services (50%):

This position is responsible for primary frontline student services and academic advising for graduate students. Duties include:

Contribute to and promote a positive, welcoming, and highly supportive environment for all current and prospective students. Provide timely, accurate, and constructive advising services to all students. Maintain strictest standards of confidentiality and discretion.

Develop and implement new student orientations. Develop and continually improve orientation and advising tools. Interpret University, College, and Graduate School policies. Provide appropriate referrals and serve as a liaison for students, faculty, and staff to other college and university units.

Monitor current students for satisfactory progress, conduct, and academic performance. Notify Academic Services Director, ACA, and Graduate Program Coordinator of any unsatisfactory performance and recommend action. Notify student of any action taken and provide appropriate advising for how best to resolve or address unsatisfactory performance.

Advise students on course selection and registration systems. Receive and process student petitions for departmental degree requirements. Advise students regarding process and procedures for petitions related to non-departmental requirements. Receive and process graduation requests and conduct department-level degree audit.

Advise students on opportunities, procedures and best practices for securing financial awards (fellowships, scholarships, grants, etc.). Assist students in identifying opportunities for working toward career goals. Serve as a liaison between student (and department) and other campus units on policies and procedures related to internships, co-ops, study-abroad programs and scholarships.

Serve on annual graduation planning committee. Advise and support students involved in developing and hosting social and professional networking opportunities.

Support, as needed, undergraduate student services and advising.

II. Admissions, Recruitment/Funding, and Public Outreach (25%):

This position is responsible for a wide variety of recruitment (both pre- and post-admission), outreach, and admissions tasks. Duties include:

Represent department, college, and university in a professional and constructive manner at all times. Receive and respond to prospective student inquiries related to admission and recruitment. Develop and implement pre-admissions outreach materials, presentations, visit days, and information sessions.

Serve as admissions coordinator for all graduate programs (including exchange students). Serve as post-admission recruitment contact for admitted graduate students.

Design, implement, and manage the award nomination and review process in conjunction with supervisor, department leadership, and the College of Engineering. Work with the department Leadership and faculty to identify and nominate students for outside awards.

Represent department in K-20 public outreach, including diversity-focused outreach efforts. Continually develop and improve content for outreach materials. Recruit and advise students and other volunteers providing off-site outreach. Recruit and advise students and other volunteers providing on-site tours and outreach.

III. Program Management & Planning (25%):

This position is responsible for day-to-day administration and data management for the graduate program. Duties include:

Attend all Graduate Committee meetings. Prepare committee agendas, maintain meeting minutes, prepare annual committee reports.

Keep informed of University, College, and Graduate School policies and regulations – especially those regarding admission and graduation. Research and make recommendations regarding departmental academic policies, curriculum updates, degree audit coding, etc. Contribute as needed to departmental Time Schedule. Regularly attend college and other university adviser meetings/events to represent department on matters related to academic services.

Participate in ongoing data collection and analysis to continually improve educational effectiveness. Design, implement, and manage detailed databases to track current students and basic, post-graduation information (preferred contact, job placement). Utilize data management and analysis tools (e.g., UW BI Portal, UW MyGrad, Excel, etc.) to prepare on-demand data analysis and data summaries.

Support, as needed, management and planning for undergraduate programs.

IV. Other Duties as Assigned

This position requires additional duties (which will include evening, weekend, and off-site activities) in support of the academic programs and departmental business. This includes planning and staffing events associated with the department's students and academic programs.