

University of Washington Advising Staff: Core Duties

Co-developed by the SEIU 925 Advising Staff and the University of Washington.

To be considered as "Advising Staff" covered in this bargaining unit, staff fulfilling the role of an adviser, the purpose of an individual's position must be at least one of the primary responsibilities, the individual must dedicate the majority of their FTE to the completion of primary and/or secondary responsibilities, and the position must be civil service exempt as defined by RCW 41.06.070(2)(a-b)1[i].

Primary Responsibilities:

These responsibilities define the purpose of the role; the position fulfills one of these key objectives. These responsibilities may occur through advising appointments, asynchronous communication, or in group settings, among other modalities.

1. **Academic Planning and Course Selection:** Advise current and prospective students in developing and following academic plans that align with their educational and career goals, navigating barriers to their academic success, and accessing support resources. Help students choose appropriate courses and/or prerequisites to meet their degree/admission requirements. Regularly communicate with current and prospective students to provide ongoing support and guidance.
2. **Student Recruitment and Admissions:** Participate in student recruitment and admissions activities, including advising prospective students and providing significant guidance into the admissions process. Regularly communicate with current and prospective students to provide ongoing support and guidance.
3. **Career Development Counseling:** Advise on career options and opportunities (e.g. internships, research pathways, graduate school, job shadowing, etc.) related to student fields of study and career interests. Develop experiential learning opportunities to support student career development. Regularly communicate with current and prospective students to provide ongoing support and guidance.
4. **Funding and Financial Aid Counseling:** Advise current and prospective students on understanding financial aid packages, scholarships, fellowships, emergency aid, and other funding. Help students with the FAFSA, WASFA, scholarship, and other funding application processes and process student requests related to funding decisions. Regularly communicate with current and prospective students to provide ongoing support and guidance.
5. **International Student and Study Abroad Advising:** Advise students on maintaining compliance with their student visa status, completing necessary paperwork to access academic and career building opportunities, and planning for next steps after graduation. Advise students about study abroad opportunities and scholarships that support their personal or academic objectives. Regularly communicate with current and prospective students to provide ongoing support and guidance.
6. **Accommodations Advising:** Advise and offer support to students with disabilities which includes determining eligibility for academic adjustments, auxiliary aids and services. Aid students in requesting academic accommodations and work with faculty and staff to

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implement accommodation plans. Regularly communicate with students to provide ongoing support and guidance.

7. **Student Identity Development and Support Counseling:** Use a collaborative and holistic approach to support current and prospective diverse, underserved and/or marginalized populations of students with unique needs to navigate institutional barriers. Support student academic success by helping students cultivate a sense of belonging at the University. Regularly communicate with current and prospective students to provide ongoing support and guidance.
8. **Student Organization Counseling:** Advise, support, and mentor Registered Student Organizations (RSOs) or department-sponsored student groups, which may include formalized peer advisor programs and student leadership programs. Guide organization officers and members in their goal to learn leadership skills and foster a shared community at UW. Contribute to holistic advising by emphasizing the connection between student academic progress and engaging in their communities to develop their interests. Regularly communicate with current and prospective students to provide ongoing support and guidance.

Secondary Responsibilities:

The following is a non-exhaustive list of examples of advising position typical responsibilities that may accompany any primary responsibilities.

- **Student Retention:** Track student academic progress and provide guidance to ensure students are on track for graduation. Support students in resolving academic or personal issues that may affect their studies.
- **Resource Referral:** Direct students to campus resources such as tutoring, counseling, basic needs services, and financial aid.
- **Policy Advising and Interpretation:** Advise units on policy development and policy impacts on students. Explain university policies, procedures, and degree requirements to students.
- **Workshops, Events, and Information Sessions:** Develop and conduct workshops, events, and/or group advising sessions on topics such as admissions and degree requirements, university resources, career planning, financial aid and financial literacy, identity development, registered student organization work, orientation, graduation, career fairs, employer connection events, and/or student organization fairs. This may include collaboration with other University departments.
- **Data Analysis:** Analyze student data and records to make programmatic suggestions and inform student-facing work.
- **Supervising Student Workers:** Supervise and mentor student employees that support the work of advising staff, such as peer advisors, peer orientation leaders, peer

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educators, or other student employees with roles involving recruitment, academic success, career development, outreach, and/or community and identity development.

- **Administrative and Committee Work:** Participate in administrative and committee work associated with completing the primary and secondary responsibilities in this document.
- **Student Advocacy:** Advocate for student needs and interests within the university, ensuring their concerns are heard and addressed, and providing culturally relevant resources. May include building community through affinity groups.
- **Scholarships, Funding, and Awards:** Assist with the management of scholarships and funding, which may include serving on award selection committees, and supporting the awarding of teaching/research assistantships and other financial aid to students.
- Teaching courses related to the academic, career, and identity development of students does not, in and of itself, disqualify an adviser from this bargaining unit if they otherwise meet the core duties as outlined in this document.