

AEP Board – Position Description

The Adviser Education Program offers training and professional development opportunities for advisers at the University of Washington.

There are usually 8 board members. Members are expected to attend regular board meetings, which happen about 6 times each year and last 90 minutes. In those meetings, we evaluate past events and plan new ones. Members serve a two-year term.

Members should expect to take the lead on planning ONE event sometime during the academic year with help and input from the other board members. When serving as lead, the person will find the speakers and help determine the content of the workshop, as well as plan for an evaluation survey to be handed out at the end. The AEP coordinator can help find a room for the event, and will list it on the AEP website and send it to the advisers and gpaa listservs.

In general, AEP offers:

- Undergraduate Advising Basics (September and February each year)
- Master Adviser Workshop (October and May each year, generally led by the AEP coordinator)
- A workshop on transfer student issues in June/July
- A workshop on international student issues in August
- A workshop or training of our choosing in Autumn, Winter, and Spring

In addition, AEP and APAC together work to plan the Advising Summit held each September. Board members can expect to help with planning and logistics for this event.

Selection of the board:

Always represented are UAA Advising, OMA&D, and a graduate program adviser.

When we have more advisers interested than there is space available, the board makes its selections based on the following criteria:

- On an individual level, we seek people who are excited about helping to develop professional development and training opportunities for advisers on campus and have the time available to participate.
- When assembling the board as a whole, we consider possible members' college or school, experiences with underserved/underrepresented/diverse student populations, and professional background. Our goal is to put together a team that can think about the campus, students, and advising very broadly.