Job Description: Academic Advisor  
Reporting to: Vice President of Academic Affairs  
Date of joining: As soon as possible

**RIT Dubai prepares students with career-oriented higher educational programs with the goal of producing innovative, creative graduates who are well-prepared for successful careers in a global society.**

**Summary**

*Academic advising at RIT Dubai is an ongoing, consistent, deliberate process that intentionally fosters student growth and development. Advising is a collaborative relationship between a student and advisor. Advisors take a student-centered approach that enriches student learning and development in preparation for success with a diverse global society. The Academic Advisor orients students to the policies and procedures of the university, guides them in fulfilling graduation requirements, monitors academic progress, and supports academic, personal, and career-related growth.*

This position resides in the advising office and reports to the director of Academic Services and works with department chairs and department coordinators as appropriate.

**General Duties and Responsibilities:**

- Advise students of program options and degree requirements to help them develop their academic plan to stay on track for graduation  
- Support registration of students in courses each term.  
- Partner with students to develop their long-range plans of academic study, and include as applicable: co-op or internship work schedules, and/or study abroad opportunities.  
- Counsel students on academic, personal, and behavioral issues as appropriate  
- Assess students' academic progress towards degree completion.  
- Perform and interpret degree audits, and participate in degree certification process as assigned  
- Make decisions regarding Academic Action, in consultation with department chairs and the VPAA  
- Monitor and meet regularly with at-risk students, helping them set goals and learn strategies to improve performance  
- Liaise between students and faculty to address concerns and mediate conflicts  
- Support VPAA in scheduling of courses for each term  
- Provide academic orientation for all new students  
- Coordinate process for students interested in studying abroad or transferring to and from other RIT campuses  
- Continually communicate with the main campus to remain updated on all academic policies and procedures and programs of study  
- Participate in the review of student scholarships  
- Regularly communicate with external sponsors to coordinate sponsorship program and resolve any issues that arise  
- Maintain and update accurate academic records for all students and prepare various reports and statistics as requested  
- Provide relevant information to other offices, including the Office of Institutional Effectiveness, Financial Services, and Career and Coop Office, as needed  
- Participate in admission and recruitment programs as assigned.
• Stay current with technology and computer skills relevant to advising.
• Participate in the departmental planning, implementation, and evaluation of the academic advisement program's goals and objectives.
• Participate in university student success and retention programs
• Serve as an advising resource for faculty and staff within the college.
• Collaborate with department chairs, dean's delegate for advising, faculty advisors, and university partners to ensure seamless support for students.
• Other duties as assigned.

Job Requirements:
• Technical Competencies: Microsoft Office: Word, PowerPoint, Outlook, Excel
• Interpersonal Competencies: Student-centered approach. Ability to multi-task and manage multiple projects simultaneously. Analytical Skills. Excellent English verbal and written communication skills.

Application Procedure
• Please email your resume & cover letter to careersdubai@rit.edu
• Subject line must include the source, your name and position you are applying for; e.g.: RIT Dubai website - <Your Name> - Academic Advisor