JOB DESCRIPTION

ACADEMIC ADVISOR

JOB DETAILS

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Academic Advisor</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Department/Division:</td>
<td>Academic Advising</td>
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<tr>
<td>Reports to:</td>
<td>Director of Academic Services</td>
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<tr>
<td>Supervises:</td>
<td>None</td>
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<td>Last Updated on:</td>
<td>October 15, 2018</td>
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Job Purpose

The Academic Advisor's role is to support student growth and provides resources so that students can be successful in their university experience. 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.

Main Duties and Responsibilities:

- Advise students with accurate information about their academic progression and degree requirements and support all students in the course registration process.
- Counsel students on academic, personal, and behavioral issues as appropriate
- 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 Director of Academic Services in scheduling of courses for each term
- Coordinate process for students interested in studying abroad or transferring to other RIT campuses
- Continually communicate with the main campus to remain updated on all academic policies and procedures and programs of study. Communicate and enforce such policies with RIT Dubai students.
- Maintain and update accurate academic records for all students and prepare various reports and statistics as needed
- Review student records and complete required processes for certification of degrees each semester
- Assist in the planning and organization of the annual Commencement Ceremony
- Co-plan and deliver the Year One freshmen orientation course
- Participate as a member of various university committees, as requested and/or on a volunteer basis
- Collaborate with various departments to ensure seamless support for students and to ensure student retention.
Required Minimum Qualifications

- Bachelor’s degree from an Accredited University in Psychology, Education, Student Affairs or related fields.
- The selected candidate should have 3 years of experience with at least the last 1-2 years of their career working in a counselor or advising position.
- Understanding of the models of college student development and knowledge of issues related to the first year and transitional students.
- Ability to communicate effectively in oral and written English.
- Strong leadership skills and effective decision making and conflict resolution techniques.
- Excellent interpersonal 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

Applications review will begin immediately and continue until a candidate is found. Only shortlisted candidates will be contacted. For more information please visit RIT Dubai website at www.dubai.rit.edu.