Job Description: Academic Advisor
Reporting to: Director of Academic Services
Date of joining: May 1, 2016

Summary
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.

General Duties and Responsibilities:
• Provide academic orientation for all new students
• Inform 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
• Counsel students on academic, personal, and behavioral issues as appropriate
• Make decisions regarding Academic Action, in consultation with the Academic Action Committee
• 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 and from RIT campuses
• Continually communicate with the main campus to remain updated on all academic policies and procedures and programs of study
• 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
• Assist in the planning and organization of the annual Commencement Ceremony
• Plan and deliver the Year One freshmen orientation course

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.: RITDubai website - <Your Name> - Academic Advisor