

## JOB DESCRIPTION

### ACADEMIC ADVISOR

| JOB DETAILS          |                             |       |  |
|----------------------|-----------------------------|-------|--|
| Position Title:      | Academic Advisor            | Grade |  |
| Department/Division: | Academic Advising           |       |  |
| Reports to:          | Manager – Academic Advising |       |  |
| Supervises:          | None                        |       |  |
| Last Updated on:     | 29 September 2020           |       |  |

### 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:

- 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 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 requested
- Review student records and complete required processes for certification of degrees each semester
- Provide relevant information and data 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

- Help 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

### **Required Minimum Qualifications**

- Bachelor's Degree required (a degree in Psychology, Education, Student Affairs or related field preferred).
- Experience in academic services in higher education highly preferred.
- Interpersonal Competencies:
  - Student-centered approach.
  - Ability to multi-task and manage multiple projects simultaneously.
  - Analytical Skills.
  - Excellent time management skills.
  - Ability to work under pressure.
  - Advanced computer skills.
  - Excellent English verbal and written communication skills.

### **APPLICATION PROCEDURE:**

Please email your application to [careersdubai@rit.edu](mailto:careersdubai@rit.edu) and include the following items in your application:

- Subject line must include the source, your name and position you are applying for;  
(Mr. John Smith – Academic Advisor)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information please visit RIT Dubai website at [www.dubai.rit.edu](http://www.dubai.rit.edu).