**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Academic & Career Advisor (Durham)

**Job Number:** A-237

**NOC:** 1221

**Band:** 9

**Department:** Student Affairs, Trent University Durham

**Supervisor Title:** Manager, Student Affairs Durham

**Last Reviewed:** July 2017

**Job Purpose**

Reporting to the Director, Student Affairs (Trent University Durham), working closely with both the Director, Career Services and Transitions and Director of Colleges, and collaborating closely with the Head of the Durham Campus (or equivalent), the Academic & Career Advisor is responsible for developing and implementing the academic and career advising program on the Durham Campus.

This program includes supporting students from the application stage to post-graduation with an aim to increase student retention, ensure academic success, and help students explore connections between degree and career possibilities. This includes facilitating student learning about career possibilities related to their skills and degree.

**Key Activities***Individual Academic & Career Advising;*

1. Advises both new (including university and college transfer) and existing students in appropriate programs, courses, and majors based on criteria including, but not limited to: degree requirements and Durham campus program choices/schedules, and the student’s interests, previous educational experience (articulations, transfer credits), current academic standing, finances and employment needs. Advising may be accomplished through student appointments, group sessions, seminars, collaboration with other services, video conferencing, and online web-based communication.
2. Monitors student admission status and records.
3. Assists students in their understanding of academic regulations, policies and requirements.
4. Advises students on career exploration and employment preparation activities. Encourages self-reflection, curiosity, open-mindedness, and active use of available resources to help students make informed decisions about their career direction.
5. Engages with research in the field of academic and career advising, updating resources and informing students of current and future trends.
6. Maintains a tracking system for individual student development, academic progress and advice provided.
7. As appropriate, builds and maintains relationships with alumni and community partners to further enhance career networking opportunities.
8. Consults with departments and faculty as required

*Students At-Risk;*

1. Develops and evaluates programming to increase student success and retention including an “early-warning” system to identify and intervene with students at academic risk.
2. Monitors and provides outreach to students who are at-risk or on academic probation or returning to their studies from academic suspension.
3. As appropriate, consults with, and provides advice and referrals to, the Director of Student Affairs (Durham campus), Faculty, Departmental Chairs, the Office of the Registrar, Financial Aid Office, Financial Services, Accessibility Services, Academic Skills Centre, Counselling Services, and other on- and off-campus resources.
4. Assists students in the preparation of petitions to the Committee on Undergraduate Petitions (CUP).

*Student Experience and Administration;*

1. Works closely with student leaders, staff and faculty to ensure a seamless academic transition, based on sound research and best-practices, through multiple student transitional points including, but not limited to: new student orientation; between 1st and 2nd year; significant life transitions; and progressing out of the campus or to further education.
2. Assists the Director of Student Affairs in creating and sustaining collaborative relationships between faculty, staff, and Student Affairs to build an integrative support network that fosters student resilience, retention, and success.
3. Develops and delivers student workshops, information sessions and events based on students’ needs.
4. Administers and coordinates the Durham Academic Mentoring Program. This includes managing the Durham Academic Mentoring Program budget, hiring and supervising the part-time student mentor coordinator, recruiting academic mentor volunteers, implementing an effective training and recognition program for all academic mentors.
5. Responsible for hiring and supervising work study positions in support of career services on the Durham campus.
6. Consults with and provides informed recommendations to the Head, Trent University Durham, Academic Programs and Campus Operations Manager, the Dean’s Office, Academic Departments (chairs), and the Director of Student Affairs during the preparation of academic programming and scheduling.

*Student Recruitment;*

1. Works collaboratively with the Durham Enrolment Advisor to provide comprehensive information about the University’s undergraduate degree programs and associated special programs and opportunities as well as detailed admissions information.
2. Liaises with departments and programs to assist students transitioning into further education at Trent University such as graduate and post-graduate studies.
3. Works in conjunction with the Recruitment and Admissions Office to identify and support effective liaison strategies for Durham campus recruitment.
4. Attends and participates in Durham open house events and other recruitment strategies.
5. As appropriate, works with the Coordinator of Articulation and Transfer Pathways, Internship and Experiential Learning Coordinator, and the Head, Trent Durham in supporting and building relationships with a variety of educational and community partners.

*General;*

1. Liaises closely with Academic Advisors, the Career Centre, faculty, staff and other stakeholders at Trent University.
2. Maintains professional development through membership and active participation in relevant organizations (e.g. NACADA, CACUSS, CACEE).
3. Sits on relevant committees and runs relevant special projects upon request.

**Education**

Masters Degree specializing in higher education administration, academic advising, student affairs/services, or related field, or equivalent experience. Additional experience and credentials in counselling and suicide prevention is an asset.

**Experience Required**

* A minimum of three years academic advising experience in a post-secondary setting.
* Demonstrated understanding of post-secondary structures, academic policies, procedures and regulations, and student needs and supports.
* Demonstrated communication and interpersonal skills in individual and group settings; active listening skills; teaching/presentation skills; strong writing skills are all required.
* Demonstrated ability to work effectively with a diverse student body in a cross-cultural environment.
* Demonstrated ability to work independently in a multi-tasking environment that requires a high level of adaptability, combined with excellent teamwork.
* High level of organizational skills.
* Strong computer skills including familiarity with Microsoft Office suite, student databases.
* Willingness and ability to periodically work flexible hours.

**Responsibility for the Work of Others**

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

Direct Responsibility

Student Employee(s)