**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Academic Advisor

**Job Number:** A-242

**NOC:** 1221

**Band:** 9

**Department:** Colleges

Supervisor Title: College Principal

**Last Reviewed:** May 23, 2013

**Job Purpose**

Reporting to the College Principal, and collaborating closely with the College Principal, college staff and students, the Academic Advisor is responsible for developing and implementing academic advising for the college; the Academic Advisor will also work closely with academic advising staff across the colleges, and will provide advising support as-needed for students in all the colleges at Trent (i.e. Champlain, Lady Eaton, Otonabee, Gzowski, Traill). This includes supporting students from application stage to graduation, with the aim of increasing student retention and ensuring their academic success.

**Key Activities**

*Individual Academic Advising:*

1. Advises both new (including university and college transfer) and existing students regarding appropriate academic programs, courses, and majors based on criteria including, but not limited to: degree requirements and program choices/schedules, the student’s interests, previous educational experience (articulations, transfer credits), current academic standing, finances and employment needs. Assists students in developing knowledge, capability and self-reliance related to their educational pathways and choices. Advising may be accomplished through student appointments, group sessions, seminars, collaboration with other services, video conferencing, and online web-based communication.
2. Monitors student enrolment status and records.
3. Assists students in their understanding of academic regulations, policies and requirements.
4. Advises students regarding issues of academic integrity.
5. Monitors Individualized Study programs; assists students in preparing the submission of their program for approval.
6. Maintains a tracking system for individual student academic progress and advice provided.
7. Consults with department chairs and faculty as required

*Students at-risk;*

1. Develops and evaluates programming to increase student success and retention, including working with faculty and the Registrar’s Office to provide “early-warning” systems to identify and intervene with students at academic risk.
2. Monitors, provides outreach, and delivers support and programming to students who are at-risk academically, or on academic probation, or who are returning to their studies from academic suspension.
3. Recognizes situations when students are experiencing significant personal or academic issues and provides appropriate advice and referrals as necessary.
4. As appropriate, consults with, and provides advice and referrals to: the AVP Students, Faculty, Departmental Chairs, Registrar’s Office, Financial Aid Office, Financial Services, Disability Services Office, Academic Skills Centre, Counselling Services, and other on- and off-campus resources.
5. Assists students in the preparation of petitions to the Committee on Undergraduate Petitions (CUP).

*Student Transition Support;*

1. Assists the Office of Student Affairs and the College in developing academic programming to increase the student support capacity of peers, staff, and faculty, and to enhance the overall student support network on campus.
2. Works to ensure seamless academic transitions, based on sound research and best practices, through multiple student transitional points including, but not limited to: advising students during New Student Orientation; Introductory Seminar Week, between 1st and 2nd year; significant life transitions; and progressing out of the campus or to further education.
3. Develops and delivers student workshops, information sessions and events based on students’ needs.
4. Assists with the development, co-ordination and supervision of peer support/mentoring programs.
5. Provides informed recommendations to the AVP Students, Deans’ Offices, Registrar’s Office, Academic Departments (chairs) regarding student academic issues.

*Student Recruitment;*

1. As required, provides 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 recruitment.
4. Attends and participates in open house events and other recruitment strategies.

*General;*

1. Liaises closely with the other Academic Advisors to provide consistent and seamless support.
2. Maintains professional development through membership and active participation in relevant organizations (e.g. NACADA, CACUSS).
3. Sits on relevant committees and runs relevant special projects upon request.

**Education**

Masters’ Degree, with a preferred specialization in Higher Education Administration, Academic Advising, Student Affairs/Services, or related field. Additional credentials in Counselling and/or Mental Health Support are assets.

**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**

Direct Responsibility

Student Employee(s)