** Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Academic Advisor and Career Strategist

**Job Number:** A-293

**NOC:** 1221

**Band:** 9

**Department:** Student Affairs

**Supervisor Title:** Manager, Student Affairs

**Last Reviewed:** November 16, 2021

**Job Purpose**

Reporting to the Manager, Student Affairs – Durham campus, working closely with the Academic and Career Advisor, Director, Career Space, the Academic Advisor & Career Strategist is responsible for providing academic advising, focusing primarily on first year students, with an aim to increase student retention, ensure academic success, identify and support students academically at risk.

The Career and Academic Strategist will also support career services on campus.

**Key Activities**

**Academic Support**

1. Advising primarily new (including university and college transfer) students on 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 and the development of educational plans for achieving their personal goals. Advising may be accomplished through student appointments, group sessions, seminars, collaboration with other services, video conferencing, and online web-based communication.
2. Assisting students in their understanding of academic regulations, policies and requirements.
3. Maintaining a tracking system for individual student development, academic progress and advice provided. Contribute to ongoing development and maintenance of advising website resources, including but not limited to, important dates/timelines, first year advising syllabus and first year FAQ’s.
4. Consulting with department heads 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 first year students at academic risk.
2. Monitors and provides outreach to students who are at-risk.
3. As appropriate, consults with, and provides advice and referrals to, the Manager of Student Affairs (Durham campus), Academic and Career Advisor, 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.

**Career and Employment**

1. Participates in Durham campus orientation, and recruitment events.
2. Liaises with Careerspace to develop and/or deliver career and further education related student workshops, information sessions and events based on students’ needs.
3. Promotes Career Services to all Durham campus students.
4. Advises students on career exploration and employment preparation activities.
5. Meets individually with students for resume/cover letter critiques and interview preparation.
6. Researches relevant career information for the purpose of updating resources and informing students, including departmental experiential programs.

**General**

1. Liaises with the Academic Advisors, Careerspace, faculty, staff, and other stakeholders at Trent University.
2. Maintains professional development through membership and active participation in relevant organizations.
3. Participates in relevant committees and special projects upon request.
4. Some evening and weekend work may be required.
5. Other related duties as assigned.

**Education**

* Graduate degree specializing in higher education administration, career and/or academic advising, student affairs/services, or related field.

**Experience Required**

1. A minimum of three years career and/oracademic advising experience in a post-secondary setting.
2. Demonstrated understanding of post-secondary structures, academic policies, procedures and regulations, and student needs and supports.

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1. Demonstrated communication and interpersonal skills in individual and group settings; active listening skills; teaching/presentation skills; strong writing skills are all required.
2. Demonstrated ability to work effectively with a diverse student body in a cross-cultural environment.
3. Knowledge of career resources, labour market trends, job search techniques and employability skills an asset.
4. Demonstrated ability to work independently in a multi-tasking environment that requires a high level of adaptability, combined with excellent teamwork.
5. High level of organizational skills.
6. Strong computer skills including familiarity with Microsoft Office suite and student databases.
7. Willingness and ability to periodically work flexible hours.