

JOB DESCRIPTION

ACADEMIC ADVISOR

JOB DETAILS			
Position Title:	Academic Advisor	Grade	
Department/Division:	Academic Advising		
Reports to:	Assistant Director – Academic Advising		
Supervises:	None		
Last Updated on:	May 20, 2024		

Job Purpose

The role of this position is to provide support to students to facilitate achievement of their academic objectives and complete course / program requirements while performing a range of academic support services.

Main Duties and Responsibilities:

- Responsible for advising students on academic, career and personal issues and identifying educational options appropriate for each student and assists with the analysis of each option, including possible outcomes and their implications.
- Deliver academic advisory services in an efficient, effective, and timely manner in line with RIT policies and procedures.
- Contribute to the development of concepts, practices, techniques, and innovations to improve the quality and effectiveness of academic advising services and support the student transition journey (from secondary education to tertiary education)
- To support the development and implementation of a student-centered and culturally responsive advising system and ensuring that appropriate case management practices are applied in accordance with best practices.
- Continuously engage with respective faculty/departments to stay up to date on all curriculum developments and any other academic matters that affect student graduation plans.
- Liaise with respective RIT New York program advisors on curriculum matters to ensure academic/curriculum alignment across campuses.
- Review and monitor student records and student progress and recommend remedial actions / interventions to support students with the completion of course/program requirements.
- Identifies current and potential needs or problem areas (e.g., study skills, tutoring) and refers students to appropriate campus resources for assistance.
- Advise faculty and students on academic policies, procedures and regulations and communicate updates as and when required.
- Provide students with comprehensive knowledge of university curriculum, course content and applicable academic requirements for student decision making purposes.
- Advise students experiencing academic challenges to develop academic action plan(s) in a bid to enhance academic progress.

- Responsible for the end-to-end coordination and execution of Academic Actions, including reviewing academic action reports, providing advice, guidance and recommendations, processing suspensions, appeals, and deferrals, developing contracts, and following up with students.
- Provide counsel to students on academic options and opportunities including but not limited to program transfers, study abroad, Co-operative education etc.
- Process student academic requests and ensure all requirements are completed in line with RIT policies and procedures and provide coaching and guidance to students as needed.
- Conduct degree audits to ensure students have met the necessary graduation requirements to obtain degree certification.
- Support the preparation and communication of information and data related to academic advising i.e., student information, enrollment statistics, to concerned faculty/departments/external partners as and when required.
- Responsible for ensuring all academic onboarding requirements for freshman are delivered in a timely manner per RIT policies and procedures (i.e., orientation, enrollment, scheduling etc.)
- Assist with the development of academic schedules and classroom allocations in coordination with Department Chairs as and when required.
- Conduct preliminary evaluations in coordination with Department Chairs/relevant stakeholders and liaise with RIT New York to process student transfer credits.
- Ensure compliance with all relevant (internal and external) regulations including QHSE requirements using RIT policies and procedures as appropriate.

Required Minimum Qualifications

- Bachelor's degree from an Accredited University in Education, Business Administration, Psychology or related fields.
- Minimum of 2 years of working experience in similar role in the Higher Education sector in the UAE.
- Prior experience/knowledge of American higher education system is preferred.
- English Language Fluency, with fluency in at least one other language.
- Excellent communication and interpersonal skills, attention to details, creative, and strong problem-solving skills are essential.
- Advanced organizational, planning, and multi-tasking skills.

APPLICATION PROCEDURE:

Please email your application to 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;
(Name – 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.