

JOB DESCRIPTION

ACADEMIC COUNSELOR

JOB DETAILS			
Position Title:	Academic Counselor	Grade	
Department/Division:	Academic Advising		
Reports to:	Associate Director – Academic Advising		
Supervises:	None		
Last Updated on:	November 24, 2025		

Job Purpose

To support in providing comprehensive academic advising and support services to students, empowering them to achieve their academic and personal goals. This role involves guiding students through curriculum planning, degree requirements, academic policies, and available resources.

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
- Monitor student records and student progress and recommend remedial actions / interventions to support students with the completion of course/program requirements
- Identify current and potential needs or problem areas (e.g., study skills, tutoring) and refers students to appropriate campus resources for assistance
- 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
- Coordinate and execute 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
- Assist in providing academic onboarding requirements for freshman 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 Academic Advisors and Department Chairs as and when required
- Conduct preliminary transfer credit evaluations in coordination with Department Chairs/relevant stakeholders and liaise with RIT New York to process student transfer credits
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- Perform other tasks and duties as assigned / needed in order to meet the requirements of the role and the goals of the Institute.
- 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 (preferably in Education, Business Administration, Psychology or a relevant field)
- Minimum of one (1) year of relevant experience
- Excellent communication and interpersonal skills.
- Strong organizational and time management skills
- Strong problem-solving and analytical skills
- Prior experience with/knowledge of American higher education system is preferred

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 Counselor)
- 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.