JOB DESCRIPTION

Position Title	Academic Advisor
Department	Office of Academic Performance
Reporting To	Manager Academic Advising and First Year Experience
Type of Position	Full Time

POSITION DESCRIPTION

Academic advising is the process through which Habib University provides the necessary resources for students to succeed academically. The primary purpose of academic advising is to assist students as they develop meaningful educational plans compatible with their life goals. The role of the Academic Advisor is to engage the student in integrated advising (prescriptive, developmental, and appreciative) by ensuring that the student is on the right trajectory towards meeting their graduation requirements and be able to address their academic and personal challenges using campus resources and other tools. Academic advising also aims to help students to enhance their academic portfolio with right type of experiences essential to be successful in future.

DUTIES AND RESPONSIBILITIES

✓ **Academic Advising and Support for Student Success**
- Helping students in knowing and understanding (individually and/or within groups) the requirements of Habib Liberal Core, Majors and Minors, academic policies and procedures, and campus learning support services and resources.
- Advising students for course selection, and assisting them to identify meaningful educational experiences beyond classroom learning at the campus and beyond;
- Helping students in defining their academic and career goals and assisting them in reflecting on the progress toward the set goals;
- Empathetically listening to students' problems affecting their academic performance and wellbeing and assisting them to resolve their issues;
- Monitoring students' progress as they move through the undergraduate program and engaging them on reflecting on it as per need;
- Interpreting degree audits and helping students to understand them and plan accordingly;
- Working closely with students who face academic challenges and fall below good academic standing. Helping them in developing academic success plan each semester and connecting them with relevant campus resources.
- Actively participating in creating advising material/resources such as advising curriculum, academy planning tools, self-assessment tools etc.
- Responding to the Early Alerts raised by faculty for students
- Engaging parents as per need to enhance the chances of student success.
- Identifying students who need academic accommodation and guiding them through the process and ensuring the issuance of academic accommodation letters

✓ **Maintaining Student Data and Record**
- Maintaining student files and records, documenting all pertinent student information, checking various forms for accuracy such as, overload petitions, Major change form, add/drop forms etc.;
- Keeping advising notes updated at PeopleSoft or at any other tool introduced by the University;
- Maintaining advising statistics, working schedule, and other documents up to date;
- Tracking retention and graduation of advising class and maintaining up-to-date record;
- Maintaining the records of academic accommodation.

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- ✓ **Coordination and Collaboration**
  - Coordinating and collaborating with relevant faculty and academic leadership to be updated about program requirements and teaching /learning at the University;
  - Meeting with relevant faculty to discuss and understand the academic progress, issues and possible support mechanism for students facing academic challenges in meeting the requirements;
  - Working closely with EHSAS Centre and Writing Centre to develop and sustain student support and success initiatives and programs;
  - Working with the Registrar's Office and Admission Office to acquire relevant info about students;
  - Collaborating with Office of Career Services to help senior students in planning their after graduation programs.
  - Be in touch with other student offices to be aware of the initiatives being taken for students and relevant policies and processes
  - Communicating with parents as per University policies.

- ✓ **Training and Development**
  - Designing and conducting workshops and other learning sessions for students pertaining to study skills, life skills, personal management and other areas pertaining to their academics at HU.

- ✓ **Program Designing and Implementation for Student Transition and Success**
  - Participating/leading programs related to students' transition and on-boarding, New Student Orientation, Summer Programs, First Year Experience, etc.
  - Participating/leading senior year programs for their smooth transition to job market

- ✓ **Personal and Team Development and Growth**
  - Engaging in professional development activities, including but not limited to, memberships in professional organizations; attendance at conferences, workshops, division, and department training sessions; stay current with information/tools and skills for academic advising and student success
  - Organizing and conducting small workshops, reflective sessions and group discussion for the team to continuously enhance knowledge and skills.

- ✓ **Day-to-day Operation**
  - Assisting with the day-to-day operations of the Office of Academic Performance;
  - Other duties as assigned.

REQUIRED JOB SPECIFICATIONS	
Required Qualification	✓ Bachelor's degree in Education, Psychology, or related academic field required. ✓ Master's degree in a related field preferred.
Required Experience	✓ Around 2-year experience working with students in an educational setting preferably with undergraduate or graduate students.

| **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**		
S#	Competency	Criticality (High / Low / Medium)
1.	Be able to manage stress well and be flexible in a changing, fast-paced environment.	High
2.	Teaching skills – skills for designing workshops and sessions and effectively delivering them	Medium
3.	Advising skills (listening, probing, reflecting,)	High
4.	Empathy and Care	High
5.	Service Oriented and Problem-Solving Mindset	High
6.	Effective communication skills particularly with diverse populations. Ability to build good rapport with a variety of constituents	High
7.	Coordination, planning and organizational skills	High

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8.	Good attention to details	High
9.	Have patience to deal with diverse student body and other stakeholder and with ambiguity and uncertainties.	High
10.	Skills for using Microsoft Office Suite	High

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Verified By (For HR Only)   Line Manager (If Any)   Head of the Department

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