

Nipissing University

JOB DESCRIPTION

POSITION TITLE:	International Academic Advisor
DEPARTMENT:	Office of the Registrar
CLASSIFICATION:	Coordinator D
WAGE GRADE:	WG 80
EMPLOYMENT DEFINITION (STATUS):	Full-Time Support
SUPERVISOR:	Associate Registrar, Academic Policy and Advising

SUMMARY OF FUNCTIONS:

Academic advising is a developmental process which considers balancing students' academic requirements, goals, interests and prior education. Reporting to the Associate Registrar, Academic Policy and Advising, the International Academic Advisor provides support to new and current international and exchange undergraduate and graduate students in making informed decisions regarding their academic progress at Nipissing to ensure they meet their graduation goals.

This position has a strong understanding of international educational systems in order to best support students with a wide range of academic issues from interpretation of University policies and procedures; selection of courses and programs and meeting degree requirements.

The ability to work within a team as well as demonstrating initiative and accountability for individual responsibilities are necessary. Furthermore, the Incumbent will contribute to the development of enhanced services for international students to promote retention and improve overall student experience.

DUTIES & RESPONSIBILITIES:

Academic Advising

(60%)

- Assist students in the Faculty of Arts & Science and Faculty of Education and Professional Studies in the development of educational planning, including choosing program of study and/or clarifying educational goals, to guide the student through the decision making process
- Provide students with information about alternatives, limitations and potential consequences of academic decisions (e.g. adding, dropping and withdrawing from courses; change of program, and/or transfer institution)
- Interpret and disseminate undergraduate and graduate regulations and program information to learners and other appropriate internal contacts. This information may be presented in individual or group sessions
- Assist in the co-ordination and implementation of pre-registration academic advising for international and exchange students
- Identify students in academic difficulty, and advises on available academic options, including policies relating to petitions and appeals
- Advise prospective students regarding academic programs, courses and academic regulations and procedures
- This position also develops and supports initiatives that facilitate the integration of international and exchange students at Nipissing University
- Respond to queries from prospective students, parents, and liaisons at partner institutions providing comprehensive information about curriculum and program options at Nipissing University
- Design and implement socio-cultural programming to support retention of international students

- Build course blocks for new students and coordinate with program areas to ensure accuracy and scheduling
- Respond to inquiries, in-person, email and virtually regarding academic programs, courses and academic regulations and procedures
- Make referrals to appropriate campus resources, including personal counseling, as well as academic skills, etc. as necessary to meet their academic requirements and goals

Administration

(35%)

- Determine annual academic standing for all graduate and undergraduate students
- Liaise with the Deans, Department Chairs/Program Directors and Faculty regarding students' academic programs
- Provides guidance, interpretation and outlines consequences of academic policies to internal academic committees, including academic petitions and curriculum
- Monitor course enrollment and make recommendations to Dean and/or Registrar regarding course availability and waiting lists based on program demand and course availability
- Consult with Deans, Department Chairs/Program Directors, and Office of the Registrar about changes to courses and programs, course scheduling, admission and graduation requirements
- Assess and approve student overload requests
- Prescribe second degree programs for students
- Evaluate course assessments for approval of letters of permission and international exchanges
- Assess students for graduation
- Provide information to internal and external contacts regarding Nipissing's academic policies and application of academic rules and regulations
- Maintain confidential student records for integrity, accuracy, consistency, decision making for students advised
- Review academic records for potential graduating students to ensure that they have fulfilled program requirements
- Develop and interpret Academic Student Success guides which serve as a learning tool for students and staff
- Plan, coordinate and deliver presentations in, or related to Academic Advising (e.g. NSO, Partnerships for Academic Student Success, etc.)
- Assist with the preparation of the Academic Calendar

Development

(3%)

- Assist in refining and expanding of the overall academic advising process including the organization of individual and group advising, as well as web advising
- Participate in weekly team meetings
- Establish and maintain contact with personnel involved in academic advising at Canadian universities
- Pursue professional development through affiliation and participation in academic advising associations and international educator's associations (e.g. NACADA & CBIE)

Other

(2%)

- Maintain contact with external organizations and act as a resource person for international partners and agents, etc.
- Other activities/responsibilities as assigned by the Associate Registrar, Academic Policy and Advising, in the support of the function of the Office of the Registrar and the University including representation on committees, providing input to university publications, conducting research, attending conferences, workshops, promotional events, etc.

Any other duties assigned by supervisor

QUALIFICATIONS:

Education: A four-year Bachelor's degree with additional training in international advising and educational systems or equivalent combination of education and experience.

Training and/or experience may be substituted for formal academic training at the discretion of the University.

TRAINING, EXPERIENCE, KNOWLEDGE & SKILLS REQUIRED:

- Minimum of two years years of relevant experience in an international academic setting
- Thorough knowledge of the Canadian university system and educational systems in India, China & Philippines
- High degree of professionalism, judgement and initiative are required
- Advising students demands a high degree of tact, sensitivity and discretion
- Excellent interpersonal skills
- Ability to demonstrate a high level of initiative
- Developed skills in databases (preferably Ellucian), Microsoft Word, Excel, and presentation software such as PowerPoint
- Demonstrated commitment to working as a team player with a commitment to quality of service
- Excellent conceptual and problem-solving skills
- Demonstrated ability in verbal and written communications
- Ability to work in a discreet and confidential manner

RELATIONSHIPS/CONTACTS

Supervised by: Associate Registrar, Academic Policy and Advising

Internal: Faculty, Staff and Students

External Contacts:

- Prospective students
- International partners
- General public

MATERIALS UTILITZED:

- General office equipment
- Academic calendar

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS

- Comfortable work environment with light to sedentary demands
- Visual/listening concentration
- Frequent interruptions

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (Please print)

Employee Signature

Date

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Approvals

Supervisor

Date

Director, Human Resources

Date