Nipissing University
POSITION DESCRIPTION

JOB TITLE:	Academic Advisor
DEPARTMENT:	Office of the Registrar
CLASSIFICATION:	Coordinator E
WAGE GRADE:	WG 90
EMPLOYMENT DEFINITION (STATUS):	Full-Time Support
SUPERVISOR:	Associate Registrar, Academic Policy and Advising

SUMMARY OF FUNCTIONS:

Reporting to the Associate Registrar, Academic Policy and Advising, the Academic Advisor assists all undergraduate students in making informed decisions regarding their academic progress at Nipissing, to ensure they meet their graduation goals.

The Academic Advisor assists students with a wide range of academic issues from interpretation of University policies and procedures; selection of courses and programs; meeting degree requirements; and understanding the Letter of Permission process. In addition, the Academic Advisor assists in reviewing, updating, and implementing academic polices relating both undergraduate and graduate students.

DUTIES & RESPONSIBILITIES:

Academic Advising (60%)

- Assist students in the Faculty of Arts & Science, Faculty of Applied and Professional Studies and BPHE students in the Schulich School of Education (including distance and regional campus students, international students, second degree and transfer students) 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 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 students including new, first year, upper-level, transfer, full-time and part-time 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
- Respond to written (including e-mail), in-person and telephone inquiries 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 **(40%)**

- In collaboration with the Associate Registrar, Academic Policy and Advising, 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 S&P and USC committees
- In collaboration with the Associate Registrar, Academic Policy and Advising, monitor course enrollment and make recommendations to Dean and/or Registrar regarding course availability and waiting lists based on program demand and course availability
- Assess and recommend to Associate Registrar, Academic Policy and Advising, changes to courses and programs, course scheduling, admission and graduation requirements
- In collaboration with the Associate Registrar, Academic Policy and Advising, assess and approves 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, both printed and on-line

Any other duties assigned.

QUALIFICATIONS:

Education: A Bachelor's degree

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

Training, Experience, Knowledge & Skills Required:

- One to two years of relevant advising experience in an academic setting
- Experience creating and delivering presentations
- Thorough knowledge of university system, academic regulations and procedures
- Excellent conceptual and problem-solving skills
- High degree of professionalism, judgement and initiative
- Excellent interpersonal skills
- Ability to demonstrate high level of initiative
- Developed skills in databases (preferably Ellucian), Microsoft Works, Excel, and presentation software such as PowerPoint
- Demonstrated commitment to working as a team player with a commitment to quality of service
- 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 Contacts: Students, faculty and staff

External Contacts:

- Prospective Students
- General public

MATERIALS UTILIZED:

- General Office Equipment
- Academic calendar

PHYSICAL DEMANDS:

- Visual, listening and mental 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