



Make
it matter.

POSITION DESCRIPTION

Academic Advisor Learning & Teaching Leadership

Faculty/Division

Engineering

Original document creation

11/10/2024

Position Summary

The Academic Advisor plays a crucial role in fostering student success and academic achievement. This position is responsible for providing comprehensive academic guidance, monitoring student progress, and connecting students with essential resources. The advisor will work closely with students to help navigate their academic journey, ensuring they meet their educational goals and comply with university policies.

Accountabilities

Specific accountabilities for this role include:

Academic guidance:

Foster a welcoming and confidential environment for one-on-one academic advising by:

- helping students understand program requirements, select courses in accordance with their specialisation requirements and develop academic plans that align with their goals and ensure timely graduation.
- supporting students to explore and identify the right specialisation through utilising their knowledge of the field.
- assisting students considered at risk to identify academic challenges and needs and develop effective strategies for success.
- helping students be aware of UNSW policies related to academic standing rules, maximum repeat fails, maximum time to complete program.
- informing students about the Academic Progression and Enrolment Policy and implications of not meeting progression rules.
- supporting students with the special consideration process and referring them to the DVCSE Student Support team for assistance with formatting their written submissions.
- supporting students at risks and students returning from suspension to develop enrolment/study plan to resume progress in their study.

Commented [ST1]: Foster?

Commented [DZ2]: and ensure timely graduation.

- Provide advice to the Nucleus Student Hub on concurrent enrolment, Cognate Assessment, Recognition of Prior Learning, Cross-Institutional Study matches, Course Substitution, Overload, Requisite Waiver
- Recommend and review entry requirements and respond to triaged queries from the Admissions team.

Commented [DZ3]: please add cognate assessment

Commented [GF4R3]: Added

Commented [DZ5]: Please remove requisite as we send the requests to lecturer in charge.

Commented [GF6R5]: This should be sent to the Course Authority and CC Academic Advisor and Specialisation Lead.

This will ensure that all parties are aware of instances where a waiver is and can be applied.

Commented [DZ7]: How about adding a point: supporting students at risks and students returning from suspension to develop enrolment/study plan to resume progress in their study.

Commented [SC8]: Can this be done by the advisors or provided to them?

Commented [AD9R8]: No feedback received from other reviewers, so inclined to keep this but will bring it up in the APC to discuss.

Commented [DZ10]: change this to "Equitable Learning Services" please.

Monitoring & Reporting:

- Track and monitor students' considered at risk and their academic progress, providing interventions and support as needed.
- Maintain accurate records of advising sessions and student progress.
- Utilise the Academic Advising Student booking system to track and monitor appointments.

Resources Referral:

- Referring students to appropriate campus resources, workshops on exam preparation, assessment planning and presentation skills facilitated by the Academic Skills team.
- Informing students of other relevant support services available to them, including, the Student Support team, Equitable Learning Services and Health and Wellbeing services.

Collaboration:

- Work with Faculty staff and other Academic Advisors....

Commented [SC11]: Complete this

Commented [SC12R11]: Need something on reporting and which other positions relate to this position

Commented [AD13R11]: We have not received any input from other reviewers. But happy to bring this up in the APC to gain feedback.

Commented [SC14]: We need something on confidentiality here and other important values the advisor needs

Values:

- Confidentiality

Commented [AD15R14]: @Stuart Clark I believe this has been addressed by the line under the Academic guidance heading. Unless you have anything specific we can add, as we've not received any additional comments to add to this from others reviewers.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.