

## MOUNT ALLISON UNIVERSITY

### Position Posting

<b>Position Title:</b> Academic Advisor	<b>Position:</b> 1567
<b>Department:</b> Registrar's Office, Student Affairs	<b>Classification:</b> MASA Level 8
<b>Supervisor's Title:</b> Registrar	<b>Posting Date:</b> April 25, 2014
<p><b>Position Summary:</b></p> <p>Reporting to the Registrar, the Academic Advisor will oversee the coordination of all activities related to academic advising for incoming new students. The Academic Advisor will also provide academic advising support to all undergraduate students at every year level through to graduation, including advising prospective grads and their Program Advisors of degree compliance problems through the degree audit process. The Academic Advisor will be a resource for Program Advisors.</p> <p><b>*Please refer to section B for the required Qualifications, Education and Skills</b></p>	
<p><b>Hours of Work:</b> This is a full-time temporary appointment to start as soon as possible and continuing until January 31, 2015.</p>	
<p><b>Mount Allison Staff Association:</b> This position is in the bargaining unit represented by the Mount Allison Staff Association (CUPE Local 3433).</p>	
<p><b>Who May Apply:</b> Any person may apply. However, if qualifications, skills and abilities are equal, preference will be given first to members of the bargaining unit.</p>	
<p><b>Date of Closure:</b> Applications should be received by the Human Resources department on or before May 5, 2014. Please forward resumes to <a href="mailto:hr@mta.ca">hr@mta.ca</a></p>	

### Position Description

#### A. Position Responsibilities:

- Liaise with the Academic Deans, the Registrar, the International Affairs Coordinator, and the Meighen Centre regarding academic advising for new incoming students
  - Work with the admissions counselors and admissions support staff to coordinate communication of advising resources for new incoming students
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- Produce all correspondence related to First Year Advising, which will require substantial data entry and communications batch processing
- Work with the Registrar and Coordinator of Academic Support Services to update and develop First Year Advising materials
- Work with the Director of Student Life on the development of orientation programming
- Work with Registration Helpdesk staff to update and develop web pages related to first year advising
- Keep abreast of current research literature and best practices in academic advising.
- In collaboration with other departments in the university, develop and maintain innovative and cost-effective on-line and print self-help and advising resources for Students and Program Advisors (e.g., degree audit forms, on-line Program Evaluation, resource tutorials, FAQ's, other web-based self-help tools)
- Meet with students and Program Advisors individually and in groups to provide policies and procedures related to programs such as:
  - informing students of the nature of the Student/ Advisor /Program Advisor relationship
  - explaining the roles and responsibilities of both Students and Program Advisors
  - interpreting and providing rationale for academic policies, procedures, and requirements
  - providing course and program information on academic programs and disciplines
- Under the direction of the Registrar conduct the degree audit processes for prospective grads, identify and inform students and Program Advisors of non-compliance issues that place students' graduation at risk.
- Refer students to other sources when educational, attitudinal, attendance, financial, employment, or other personal problems require the service of other professionals.
- Constantly seek ways to improve the academic advising process in consultation with Students, Program Advisors, the Deans , Coordinator of Academic Support Services and the Registrar

## **B. Qualifications**

- Bachelor degree with at least one year of relevant work experience in a university setting
  - Extensive experience in, and knowledge of, university academic programs
  - Excellent interpersonal and written and oral communication skills
  - Experience with word processing, spreadsheets and databases, preferably Ellucian Colleague
  - Strong ability to work independently and in a team, with the ability to work in a cooperative and consultative work environment
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