



## Job Description – Academic Advisor

**Department:** Academic Affairs

**Reports to:** Assistant Dean, Academic & Global Affairs

### **Position Summary**

Academic advising is the process through which NYU Shanghai provides the necessary resources for students to make good choices. The primary purpose of academic advising is to assist students as they develop meaningful educational plans compatible with their life goals. Although the curriculum is well defined, there will be opportunities, both within and beyond curricular constraints, for students to participate in courses and activities that support their academic and personal development.

### **Responsibilities**

Advisors offer a wide range of services and programs designed to meet the needs of a diverse student body. The advisors serve as a basic source of information about the degree requirements, policies, and procedures of the Campus. Students are able to get advice as well as secure tutorial support. Academic workshops are sponsored to assist students in planning academic programs, choosing a major, and negotiating registration.

Advisors also meet individually with students who want to discuss concerns or questions they may be having about the University. The advisors serve as a liaison with other offices and can make referrals when appropriate. The advisor then is the best source for students to visit when they are unsure of where to go for help and will help them:

- Define academic, career and life goals;
- Evaluate progress toward goals;
- Understand curricular requirements, provide guidance during course selection, and help them identify other meaningful educational experiences;
- Determine whether or not they need assistance with study skills (time management, organizing course information, stress management, etc.), and, if necessary, refer them to institutional and community support services;
- Monitor their progress as they move through the undergraduate program.

### **Administrative Responsibilities:**

- Advisors maintain student files and records; document all pertinent student information, update computerized information systems as needed; check various forms for accuracy such as grade checks, overload petitions, curriculum changes, study abroad applications; track retention, recommend add/drops, conduct degree audits, maintain advising statistics, work schedule, and other documents up to date.

**Additional responsibilities may include:**

- Assisting with Peer Advising Program, weekly newsletters/office of academic affairs promotional materials, promoting and tracking usage of Language Partner Program, maintaining website updates, January term, AD's June term, Summer term, Academic Support Program, major and study away student sessions, creating an office blog, responding to student questions from [shanghai.advising@nyu.edu](mailto:shanghai.advising@nyu.edu), presenting advising services at orientation events.

**Qualification**

**• Required Education**

Bachelor's degree in Education, Counseling, or related academic field. Master's degree in a related field preferred.

**• Required Experience**

One year academic advising experience; or any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved. Two years of experience working with college students or young adults in an academic or career service counseling capacity preferred.

**• Required Knowledge, Skills, and Abilities**

- skill in interviewing and advising
- skill in verbal and written communication
- able to work as part of a team
- superior interpersonal and problem solving skills
- adhere to strict confidentiality and other ethical standards
- clearly student focused in philosophy and purpose
- able to manage stress well and be flexible in a changing, fast paced environment