

## Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

JD #:	<b>JD00001</b>	Pay Grade:	<b>9</b>
JD Title:	<b>Academic Advisor</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Student Services</b>		

### General Description

Provide accurate and informed academic advice to students by ensuring a thorough knowledge of Faculty and University regulations as it pertains to judging appropriate applications and adapting to changes to course and program requirements. Responsible for recruiting academically strong students, assessing admission applications, and scrutinizing and approving registrations for a large, multi-disciplinary Faculty.

### Representative Duties & Responsibilities

- Advise registered students of program options and requirements which requires maintaining knowledge of course and program curriculum.
- Make independent admission decisions for applicants to University programs based on established requirements, requisites, University guidelines, and enrolment numbers.
- Recommend students who do not meet requirements to Faculty Review Committee and provide sufficient information to warrant a consideration for acceptance.
- Provide guidance and information to students regarding appropriate procedures and policies for the submission of Petitions for Special Consideration, Senate Student Appeals, and other processes.
- Develop customized strategies to assist students who are not academically eligible to continue in their program.
- Assess the student's academic, career, and personal stage of development and promote student growth by determining suitable developmental tasks.
- Conduct formal reviews and evaluations of students' academic records to ensure eligibility to continue and to graduate from a program.
- Create, modify, and maintain accurate master and customized degree audits to reflect current and past degree requirements.
- Produce list and ensure accuracy of eligible graduates for each convocation.
- Review, assess, and make judgement decisions regarding requests for the accommodation for missed academic work.
- Review and rank supplementary applications for the purpose of applicant selection.
- Counsel students to ensure they understand that course and program selections adhere to established academic, prerequisite, and graduation requirements.
- Evaluate transcripts of students requesting transfer from other academic institutions for equivalencies and applications to degree programs.
- Assess the legitimacy of claims for additional transfer credits made by applicants from a wide range of national and international educational institutions.
- Liaise with faculty and staff to advocate on behalf of students.
- Develop and implement an integrated recruitment plan, and represent the faculty at various events including, but not limited to, information sessions and fairs.
- Act as a resource to Chairs, Associate Chairs and faculty members on all matters related to undergraduate education, students, and issues where precedents and best practices are relevant.
- Assess student priority for limited registration in courses and provide suitable alternatives if degree requirements cannot be met because of lack of availability.
- Make independent judgement decisions to provide students with access to courses and programs and complete necessary follow-up using various in-house and web-based computer systems and tools.
- Coordinate grade submissions, authorize grade changes, and maintain accurate records for Faculty-based courses.

---

## **Representative Duties & Responsibilities**

---

- Write a variety of documents including, but not limited to, correspondence, meeting minutes, forms, professional accreditation certification, certifications letters, and guidelines.
- Prepare various standardized reports as required.
- Develop and present academic advising and registration sessions to new students.
- Schedule, plan, and coordinate events such as, supplementary application review sessions, examinations, University fairs, and course conferences.
- Respond to inquiries regarding programs, admissions, course selection, registration, and correspond with faculty and other University departments regarding curriculum requirements.
- Refer students to appropriate resources, information, and services across the University.
- Select, train, and prepare students and staff who participate in recruitment events to ensure that potential applicants are accurately informed of program options and admission criteria.
- Provide information for the development of recruitment publications.
- Contribute in the selection of vendors for the development and production of promotional and recruitment materials for the program.
- Scrutinize documents such as the University Calendar for changes.
- Mediate extensions, accommodations, and exam deferrals on behalf of the student where there are extenuating circumstances.
- Review and process requests for Letters of Permission permitting students to complete appropriate courses at other universities.
- Provide input and work collaboratively with staff from the Office of the Registrar and other Faculties for on-going system and database improvements, implementation, and development.
- Deal sensitively, responsibly, and calmly with students who present with serious medical, social, and psychological issues, and refer to appropriate care.
- Collaborate with others to develop academic plans for students with identified disabilities and advise on appropriate course selection, load, and request for accommodation.
- Review other university programs and accreditations in order to provide comparisons upon student inquiries.
- Gather and calculate necessary information including sessional and grade point averages, and enrolment statistics.
- Assemble and collate packages, course outlines, and departmental mailings.
- Maintain accurate student records and ensure academic advising sessions are properly documented for legal purposes.
- Maintain electronic and hardcopy filing system of student records.
- Update, maintain, and verify database information.
- Determine appropriate information for registered and potential students to be included on the program's website and ensure commonly used online forms are correct and up to date.
- Remain current with national and international secondary school curriculums to ensure admission requirements are met by applicants.

---

## **Supervision**

---

- Ongoing responsibility for supervising up to 9 casual employees at any one time.

---

## **Qualifications**

---

- Bachelor's degree in a relevant field.
- Requires a minimum of 3 years of relevant experience.

---

## Effort

---

### Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to compose emails, and input data into databases.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
  - Collecting routine information, and word processing routine documents such as correspondence and forms.
- A typical work day consists of up to 2 hours of moderate mental effort for activities such as:
  - Responding to inquiries regarding programs, admissions, course selection, and registration.
  - Corresponding with faculty and other University departmental staff regarding issues related to undergraduate education.
  - Evaluating records of students including those from other academic institutions for equivalencies and applications to degree programs.
- A typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
  - Developing customized strategies to assist students with a variety of issues, some of which may impact their eligibility to continue in their program.
  - Scrutinizing documents and student requests for consideration and accommodation while maintaining fairness, equity, and integrity.

---

## Working Conditions

---

### Physical Environment:

- No adverse physical elements are inherent to this position.

### Psychological Environment:

- Frequently deals with rude, upset, and distressed students, parents, and faculty.
- Frequently required to deal with overlapping deadlines and interruptions.

### Health & Safety:

- Risk to the incumbent is no higher than for the general population.

# Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00001</b>	Pay Grade:	<b>9</b>
JD Title:	<b>Academic Advisor</b>	Total Points:	<b>584</b>
Job Family:	<b>Student Services</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>5.0</b>	105
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>4.0</b>	54
	5. Education and Experience	<b>E3</b>	100
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>5.0</b>	100
<b>Responsibility</b>	9. Planning and Coordination	<b>3.0</b>	46
	10. Responsibility for Others	<b>3.0</b>	55
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>3.0</b>	66
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5