

JOB DESCRIPTION

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| Job Title | Academic Advisor | Current Grade | Grade 4 |
| Responsible to | Representative Services Manager | | |
| Responsible for | N/A | | |
| Job Summary | The Academic Advisor is responsible for ensuring the provision of high quality academic, disciplinary, and academic-related wellbeing advice through the representation and advocacy of all students at the University of Aberdeen and responsible for the delivery and development of the Class Rep System and supporting the Vice President for Education on academic policy matters. | | |
| Principal Duties and Responsibilities | <ul style="list-style-type: none"> • Provide advice to students on academic appeals, complaints, disciplinary hearings, and fitness to practice and Supporting and representing students at meeting and hearing within the University regarding academic offences, appeals, disciplinary matters, and complaints. • Maintain up-to-date knowledge of University policies and procedures and national developments within higher education. • Keeping accurate records of student queries, casework records, and service statistics. • Trained to manage particularly distressed students through First Aid and ASIST training. • Liaise with the Representative Services Manager in analysing, improve and develop the performance and services AUSA Advice offers and support the delivery of these services as required. • Provide support to the Vice President for Education in the development and maintenance of an effective Class Rep system across the University including providing training and support to elected Class Reps and School Conveners. • Liaise with school staff as needed to ensure delivery of the Class Rep system ensuring that practices are up to date consulting the Vice President for Education, Vice Principal for Education and any other appropriate University staff on any major changes in protocol. | | |
| General Duties and Responsibilities | <ul style="list-style-type: none"> • Provision of research to enable officer engagement with data, national consultations, and sectoral trends. Including the preparation of statistical reports. | | |

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| | <ul style="list-style-type: none"> • To map and report on the views of students, as a means of informing AUSA policy and enabling contributions to institutional decision-making. • Provide relevant, accurate and timeous information to AUSA Officers and students as required. • Support the democratic structures of AUSA such as representative meetings and other decision-making processes. • Liaison with key external partners, including Sparqs & NUS. • To promote, support and help deliver AUSA's strategic and operational priorities. • To carry out other level-appropriate tasks as may be required by AUSA. • To take due care of yourself and others in respect of Health & Safety. • To attend training courses that may be identified as necessary by your Line Manager. |
| <p>Key Relationships</p> | <p>The Academic Advisor will work very closely with staff and student officers at AUSA. They will develop a strong relationship within the AUSA Representative Services Team, under the line management of the Representative Services Manager. They will work across the University engaging with students and University of Aberdeen staff (such as academic registers, academic services, and school administrative staff) and attend University Committees as required.</p> <p>The Academic Advisor will work on a day-to-day basis with students, AUSA staff, Student Officers and University of Aberdeen institutional staff providing a permanent point of contact. They will forge robust working relationships and will foster a culture of collaboration, team working and inclusiveness. They will also liaise with external trustees as required.</p> |