



JOB DESCRIPTION

Job Title:	Academic Advisor
Responsible To:	Students' Union Advice Lead
Responsible For:	N/A
Hours:	Full-time
Starting Salary:	£24,925
Location:	Students' Union Advice
Date:	January 2025

JOB PURPOSE

- The Academic Advisor is responsible for ensuring the provision of high quality academic, disciplinary, and academic-related wellbeing advice to students at the University of Aberdeen.

CORE DUTIES AND RESPONSIBILITIES:

- 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 with policy and campaign work.

GENERAL DUTIES:

- Demonstrate the values of the Students' Union (helpful, inclusive, and student focused) at all times.
- Promote, support, and help deliver the Students' Union's strategic and operational priorities (including Elections, Welcome Week, and AGM etc.).
- Provide information and support to students on the work of the Students' Union and effective sign posting, where appropriate, to external services, including the University of Aberdeen.
- Build and maintain relationships with key Students' Union stakeholders including students, University staff, community and charitable, and relevant national organisations.
- Represent the Students' Union and articulate the SU's positions at relevant UoA committees and meetings.
- Create and maintain positive relationships with officers, students and staff working as part of a professional team ensuring ensure that a positive team spirit is adopted.
- Provide support for the Elected Student Officers, enabling their development and work.
- Deliver relevant training sessions to staff and officers.
- Support the democratic structures of the Students' Union such as representative meetings and other decision-making processes.
- Work within Student Union administration and financial procedures.

ADDITIONAL INFORMATION:

- It may be necessary for the post-holder to work out of hours on occasion e.g. to cover events and extended office opening hours. A system of time off in lieu will operate to cover this.
- You are encouraged to take your leave days during non-peak Student Union periods. For example, leave during and just before Elections, and Welcome Week should be avoided.
- The post holder will be expected to carry out other level-appropriate tasks as may be required by your line manager.
- All staff are required to take due care of themselves and others in respect of Health & Safety in line with Students' Union Policy.
- The postholder will be expected to undertake Continuing Professional Development to ensure that their skills continue to match the changing job requirements.

Key Relationships

The Academic Advisor will build and maintain relationships with the following people, among others:

- Students.
- Students' Union Staff and Officers.
- Student Support Services including Student Advice and Support, Counselling, and Infohub.
- Academic Services.
- School staff including registry and admin teams.
- External support agencies (e.g. UKCISA, NUS, etc)..