



# South East European University

## JOB DESCRIPTION

### Position No. 1305

<b>Job Title:</b>	Student Advisor		
<b>Faculty/ Department:</b>	Faculty of XXX		
<b>Centre/Sector:</b>			
<b>Reports to:</b>	Dean of Faculty		
<b>Supervises:</b>			
<b>Status and Ranking:</b>	<b>Full Time:</b> <input checked="" type="checkbox"/> <b>Part Time:</b> <input type="checkbox"/>	<b>Ranking position:</b>	4

### Job Purpose

To work with the Pro Dean for Undergraduate Studies and other members of the Dean's Office to provide advice for students regarding degree requirements and career planning, to check student files for progress in meeting degree requirements and participate in student-related administration, orientation and support

### Main Duties and Responsibilities

To provide input which contributes to the planning and review of the work of Faculty administration and service to students
To communicate and work effectively with the Pro Dean for Undergraduate Studies and other members of the Dean's Office in order to provide academic advice to currently enrolled full and part time students about meeting degree requirements
To advise on ECTS and notify the Registry of decisions made by the Transfer Commission
To liaise with the Pro Dean for Undergraduate Studies and professors to identify students with academic problems and contribute to solutions
To review regularly student records to determine individual student progress toward meeting degree requirements, identify students who have not completed courses and notify Pro-Deans and Registry of changes in students' course schedules, including re-take courses that were failed
To provide information as directed to individual/groups of students on student-related decisions of Faculty, Senate, University Council and other university policies and procedures, including registration, good academic standing and change of class schedules
To inform individual/groups of students as directed of policies, procedures and services provided by campus offices such as Financial Aid, Registry, Career Centre and Student Services
To provide information, basic advice and support for students interested in mobility opportunities, in liaison with the International Relations Office and Faculty Mobility Coordinator
To support the graduate Student Advisors in providing stewardship cover during scheduled graduate classes according to an agreed timetable with time in lieu
To contribute to providing information to prospective students at Open Day, Student Orientation and related events
To assist students with academic and personal problems including disability access within expertise and refer them to Faculty and/or other support services and resources as appropriate
To serve on committees or working groups related to the role, such as Student Evaluation and Student Orientation
To give instructions and advice to Work and Study students
To coordinate the Student Evaluation Survey process in accordance with the University procedure by appropriately contributing to organization, realization and reporting

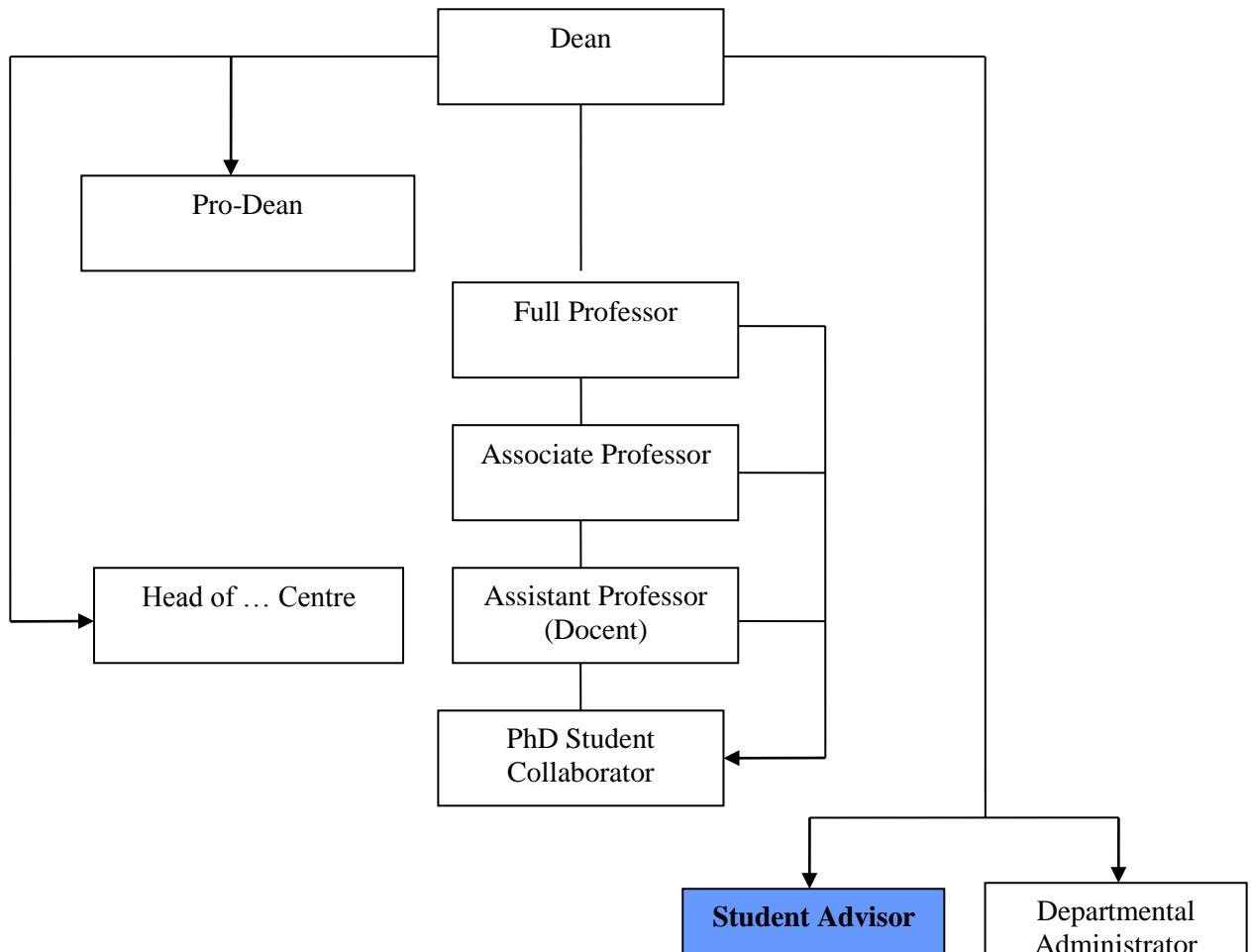
To participate in the University's Self-Assessment processes and to take part in relevant training, including sharing good practice and expertise
To carry out duties and responsibilities in a legal, safe and secure manner
To undertake duties in line with all University statutes, policies, procedures and guidelines and to follow the University's mission of excellence and equity
To carry out other duties in line with the rank of the post as may be reasonably required

## **South East European University**

<b>Qualifications, Knowledge and Experience</b>
Essential:
<ul style="list-style-type: none"> <li>▪ Bachelor level qualification or equivalent</li> <li>▪ Two years experience in administration related to client services</li> </ul>
Desirable:
<ul style="list-style-type: none"> <li>▪ Knowledge of career counselling</li> <li>▪ Experience in higher education</li> <li>▪ Administrative or other related qualification</li> </ul>
<b>Skills and Abilities</b>
Essential:
<ul style="list-style-type: none"> <li>▪ Effective communication (oral and written) in the three languages used at the university (Albanian, Macedonian and English) and contribution to the implementation of the Language Policy</li> <li>▪ Excellent interpersonal and communication skills</li> <li>▪ Ability to function with discretion</li> <li>▪ Ability to work within a team</li> <li>▪ Ability to provide clear, accurate information and data as instructed</li> <li>▪ Ability to liaise positively and actively with a range of students and staff at different levels</li> <li>▪ Good level organizational skills and multi-tasking</li> <li>▪ Ability to work flexibly, co-operatively and with some independence</li> <li>▪ Ability to prioritise work load effectively to meet deadlines</li> <li>▪ Excellent attendance and punctuality and effective use of working time</li> <li>▪ Ability to use information technology and university computer systems efficiently to meet job requirements</li> <li>▪ A willingness to undertake training</li> <li>▪ A willingness to work within, contribute to and promote the University's mission of excellence and equality</li> </ul>
Desirable:
<ul style="list-style-type: none"> <li>▪ Ability to suggest solutions to problems and new ideas for developing the area of work</li> <li>▪ Ability and willingness to travel when necessary</li> </ul>

## Organisation Chart

### Faculty of XXX



### Acceptance and Review

<b>Signature of Post Holder:</b>	<b>Date:</b>
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<b>Signature of Dean:</b>	<b>Date:</b>
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### Review

<b>Signature of Post Holder:</b>	<b>Date:</b>
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<b>Signature of Dean:</b>	<b>Date:</b>
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