

Academic Advisor

The American University in Dubai invites qualified applicants to apply for the position of **Academic Advisor**.

The fundamental responsibility of this position is to provide academic advising to undergraduate students.

Principal Responsibilities:

- Attend to students' advising needs through each academic semester or term, both on a walk-in basis during normal working hours and by appointment
- Work with the other Academic Advisors as a team to ensure the efficient and effective implementation of the advising process for all undergraduate students
- Provide academic advising to undergraduate students before and during registration, and assist them in selecting their courses consistently with the completion requirements, course sequencing, prerequisite requirements, and other relevant academic policies
- Approve students' courses for registration and assist them in completing the registration process
- Approve students' drop/add requests during the drop/add period
- Assist students in charting a study path that can facilitate the successful and timely completion of their program
- Assist undecided students and students who are considering a program or concentration change in selecting a program or concentration that is compatible with their academic strengths, personal and professional interests, and career objectives
- Provide guidance and advice to students, especially those who are facing academic difficulties, on course loads, withdrawal from courses, balanced course selections (e.g., quantitative vs. qualitative, theoretical vs. practical), and other academic issues that affect student success
- Approve students' course withdrawal forms
- Inform the Office of the Provost and the school Dean of all matters related to the Registrar's Office and the Admissions Office, and/or under these two offices' purview, that impact the academic advising and registration process and that require clarification or special attention
- Inform the Office of the Provost and the relevant school Dean of all matters related to any curriculum issue, course sequencing or course scheduling matters or problems that impact the academic advising and registration process and that require special attention
- Refer to the Provost and the school Dean all matters of policy that require his/her intervention or approval to facilitate the academic advising process
- Develop, maintain, and update academic advising records on student advisees to ensure advising continuity and consistency, and for purposes of outcomes assessment for the whole office.
- Assist the Dean in completing all assessment reports related to the operation of the Advising unit, which will feed into the overall assessment of the Office.
- Collaborate and work with university offices, including the Office of Admissions, the Office of Registrar, Student Affairs, and the AUD Health Center, among others.
- Complete other reports as requested
- Teach one course (up to 4 credits) in each of the Fall and Spring semesters.

Competencies and Skills Used:

- An excellent understanding of the structure of programs and curriculum in the discipline(s) in which he/she will be appointed as Academic Advisor

- Previous training in academic advising plus significant advising experience in a Western higher education system is a plus.
- Excellent written and oral communication skills
- Dedication to student success and an ability to understand students' needs
- An ability to interact positively and effectively with a culturally diverse student body (evidence of international/multicultural experience will be a major plus)
- An ability to work collegially within a team of academic advisors and with administrators, faculty, and staff

Essential Qualifications:

- A master's degree (doctoral degrees will be considered) from a recognized, accredited university
- Previous teaching experience with high ratings of teaching effectiveness

Applications will be accepted and evaluated until this position is filled.

Preference will be given to candidates who are already located in the UAE.

Interested applicants must submit the following required documents via email to recruitment@aud.edu.

Please state the title of the position as the subject of the email.

- Cover letter
- Updated CV
- Contact information of three (3) academic/professional references

No telephone calls, please.

While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.

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