

Senior Academic Advisor | College of Engineering  
American University of Sharjah

Direct Link: <https://www.AcademicKeys.com/r?job=245359>

Downloaded On: Sep. 26, 2024 11:40pm

Posted Sep. 18, 2024, set to expire Jan. 18, 2025

<b>Job Title</b>	Senior Academic Advisor   College of Engineering
<b>Department</b>	College of Engineering <a href="https://www.aus.edu/cen">https://www.aus.edu/cen</a>
<b>Institution</b>	American University of Sharjah Sharjah, , United Arab Emirates
<b>Date Posted</b>	Sep. 18, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Fall 2024
<b>Job Categories</b>	Senior Executive Officer Professional Staff
<b>Academic Field(s)</b>	Mechatronics Mechanical Engineering Industrial & Systems Engineering Electrical and/or Electronics Computer Engineering Computer Science Construction Engineering/Management Civil Engineering Chemical/Petroleum
<b>Job Website</b>	<a href="https://www.aus.edu/employment/senior-academic-advisor-college-of-engineering-0">https://www.aus.edu/employment/senior-academic-advisor-college-of-engineering-0</a>
<b>Apply Online Here</b>	<a href="https://forms.aus.edu/242610915576863">https://forms.aus.edu/242610915576863</a>
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### Job Description

The Senior Academic Advisor will play a key role in supporting the academic advising and internship functions and ensuring the smooth operation of student services within the college.

### Job Responsibilities

- **Advisory Sessions:** Arrange, schedule and conduct advising sessions for students, providing guidance on degree programs, minors, course selection and registration.
- **Knowledge Management:** Develop a comprehensive understanding of the departments, college, academic programs, student support services and departmental processes related to academic advising.
- **Regulatory Compliance:** Stay informed about curricular changes, policies, regulations and procedures relevant to advising and registration.
- **Coordination:** Collaborate with the academic advisor, Head of Department (HoD), faculty, and other stakeholders to address advising and registration-related issues.
- **Degree Audits:** Conduct degree audits for graduating students and those approaching graduation.
- **Record Keeping:** Perform data entry and maintain accurate records of advising and registration activities.
- **Data Analytics:** Utilize data analytics to assist in scheduling for upcoming semesters and years.
- **Backup Support:** Provide backup support for the primary advisor, handling walk-ins, incoming calls and emails.
- **Digital Transformation:** Contribute to the digitization of academic advising services.
- **Student Monitoring:** Monitor student progress and ensure compliance with program requirements for graduation.
- **At-Risk Student Support:** Identify and monitor at-risk students, providing appropriate support and resources.
- **Collaborate:** with academic departments and industry partners to identify and develop internship opportunities.
- **Design and implement:** strategies to expand and enhance the internship program, staying current with industry trends and employer needs.
- **Tailor** internship offerings to align with the evolving demands of the job market.
- **Advise and guide** students in identifying and pursuing internship opportunities that align with their career aspirations.
- **Conduct workshops** and informational sessions to educate students on the benefits of internships and provide guidance on the application process.

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- **Foster relationships** with students to ensure ongoing support throughout the internship experience.
- **Cultivate and maintain** relationships with a diverse range of employers to create a robust network of internship opportunities.
- **Collaborate** with employers to understand their needs and expectations for internship placements.
- **Work** closely with the AUS Career Services team to coordinate career fairs, networking events, and employer engagement activities.
- **Manage** the internship placement process, including matching students with suitable opportunities.
- **Oversee** the development and updating of internship agreements, learning objectives, and evaluation mechanisms.
- **Monitor** and assess the success of the internship program through feedback and performance evaluations.
- **Maintain** accurate records of internship placements, student participation, and employer partnerships.
- **Generate** reports on internship program outcomes and share insights for continuous improvement.
- **Utilize** data to track and analyze internship trends, contributing to strategic decision-making.

### Qualifications and Skills Required

- Bachelor's degree in a relevant field.
- Served in a role where he/she comes into contact and have dealt with students' issues in a higher education environment.
- Experience with internship coordination and dealing with external companies.
- Advanced proficiency in Microsoft Office (Word, Excel, and PowerPoint) and experience with online scheduling tools for multiple team members.
- Excellent interpersonal, verbal, and written communication skills.
- Demonstrated ability to handle multiple tasks with frequent interruptions.
- Ability to work independently with minimal supervision.
- Strong organizational and time management skills.
- Knowledge of the higher education system in an American University's context.
- Knowledge of student advisory and registration processes.
- Knowledge of how internship is solicited and managed in a higher education context.
- Knowledge of regulatory compliance for advising and registration.
- Skills in data archiving and analytics.
- Skills in conducting workshops related to internship and advising.

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- Skills in writing effective reports.
- Skills in digitization.
- **UAE Nationals are preferred.**

### Preferred Qualifications and Skills

- Master's degree preferred.
- Demonstrated expertise in data analytics and data science.
- Experience and understanding of customer service in the academic sector.
- Familiarity with industry trends and the internship landscape.
- Internship coordination experience.

### How to Apply

- Interested applicants should fill out the [form](#).
- AUS alumni are encouraged to apply. Applicants who do not meet specified requirements will not be shortlisted. Only shortlisted candidates will be contacted.
- AUS is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, gender, religion, national origin, disability or marital status. Opportunities for employment are based solely upon one's qualifications.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

College of Engineering  
American University of Sharjah  
Sharjah  
United Arab Emirates