

Senior Academic Advisor | College of Engineering
American University of Sharjah

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Posted Dec. 18, 2023, set to expire Nov. 27, 2024

Job Title	Senior Academic Advisor College of Engineering
Department	College of Engineering https://www.aus.edu/cen
Institution	American University of Sharjah Sharjah, , United Arab Emirates
Date Posted	Dec. 18, 2023
Application Deadline	Open until filled
Position Start Date	Spring 2024
Job Categories	Senior Executive Officer Professional Staff
Academic Field(s)	Mechanical Engineering Industrial & Systems Engineering Electrical and/or Electronics Computer Engineering Computer Science Civil Engineering Chemical/Petroleum
Job Website	https://www.aus.edu/employment/senior-academic-advisor-college-of-engineering
Apply Online Here	https://forms.aus.edu/233470587219866
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Job Description	

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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 department.

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 department, 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.
- **Foster relationships** with students to ensure ongoing support throughout the internship experience.

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- **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.
- Skills in writing effective reports.
- Skills in digitization.

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- **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

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Sharjah
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