



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph
CAREER OPPORTUNITY

Applications are invited *for* the following position:

STUDENT ADVISEMENT CENTRE
ACADEMIC ADVISOR

The University of the Southern Caribbean is a fast growing, Seventh-day Adventist University with full institutional accreditation. The Main Campus is located in the beautiful Maracas Valley in Trinidad, West Indies. We are committed to offering higher education based on our Seventh-day Adventist Christian Philosophy while fostering intellectual curiosity, cultural diversity, spiritual nurture and moral integrity. We have a multi-cultural mix of faculty, staff and students and offer a wide range of academic programs at both the undergraduate and graduate levels. Currently we have in excess of three thousand students. As a religiously qualified Equal Opportunity Employer we reserve the right to prefer persons who are committed to our philosophy and advancing of Seventh-day Adventist Christian Education and service.

JOB SUMMARY

The Academic Advisor is a knowledgeable education specialist who guides and mentors students, ensuring that all advice given is in accordance with the Student Advisement Handbook, the Academic Bulletin, Academic Procedure Manual, Calendar of Events, the Advisee's program of study, course sequence, check sheet and other information. The position holder ensures that students are aware of and makes appropriate choices in relation to courses specific to the programme of study, thus facilitating timely and cost effective completion of degree programmes. Participates in teamwork activities in the department. The position requires compliance with established policies and procedures of the Department and a high level of confidentiality. The Academic Advisor reports to the Executive Director of the Student Advisement Centre.

DUTIES AND RESPONSIBILITIES

- Greets and assists visitors/customers to the office and provides general support to customers; answers questions and attends to requests.
- Participates in registration exercises each semester to provide guidance and register students for classes.
- Provides academic advisement to students of assigned School and monitors student progress.

- Consults with Dean of the School regularly and with the relevant offices for information to assist in the advisement process.
- Facilitates the process of transfer credit by liaising with the Transfer Credit Office to avoid students repeating courses.
- Notifies students on time of important academic and spiritual activities and events.
- Works closely with assigned School and keeps up-to-date with academic changes and requirements.
- Coordinates mentorship sessions for students of assigned School.
- Reviews and responds to all correspondence, emails and documents regarding student transactions.
- Creates and maintains communication with parents on student academic performance.
- Provides career counselling to students on career goals/options.
- Participates in team activities.
- Required to participate in the retention activities of the University.
- Performs other assigned duties commensurate with the position.

QUALIFICATION AND EXPERIENCE

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- Bachelor's degree in Education Management/Business Administration or Social Sciences from an accredited institution.
- A minimum of two or three years of experience in a similar position.
- Competency in MS applications including Word, Excel, Publisher, Power Point, Outlook and other relevant applications.
- Commitment to student development and passion for working with students.
- Experience working in a team.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must become well-versed in University policies and procedures.
- Must become well-versed with University degree, non-degree, and certificate programmes.
- Knowledge of the GATE system, policies and procedures.
- Requires knowledge of rules of grammar and practices of document preparation.
- Strong organizational, interpersonal, problem-solving and communication skills.
- Excellent administrative and report writing skills.
- Ability to operate office machines and other equipment.
- Ability to multi-task, while maintaining complex schedules and managing administrative support.
- Ability to meet expected deadlines and schedules.

OTHER REQUIREMENTS

- Critical thinking
- Attention to details
- Highly organized
- Excellent oral and written communication skills
- Excellent customer service skills
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate and professional appearance and demeanour required
- Commitment to the high moral, spiritual and ethical values of the University

Applications should include detailed curriculum vitae, and two (2) written recommendations, including one from current employer. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE HUMAN RESOURCE DEPARTMENT
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD**

Or email us at: hr@usc.edu.tt

Applications should be received no later than ***Monday, August 19, 2019.***

The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.