

Job Description

Job Title:	Academic Advisor, Earth & Environmental Sciences
Department:	Earth & Environmental Sciences and Science Undergraduate Office
Reports To:	Manager, Academic Advising – Science Undergraduate Office Functionally reports to Associate Chair UG, Earth & Environmental Sciences
Jobs Reporting:	N/A
Salary Grade:	USG 8
Effective Date:	October 2017

Primary Purpose

This position is responsible for providing academic advice and support to students that visit the Science Undergraduate Office (SUO) and the Earth & Environmental Sciences Office (EESO). The main cohorts of students that visit the SUO are first-year Science students (approximately 1,100) and upper-year students in the Honours and General Science programs (approx. 950). The EESO primarily supports students (approx. 250) in the Earth & Environmental Sciences programs. The incumbent is available to Earth and Environmental Sciences (EES) students during normal working hours in both locations. On average, 50% of time is spent directly supporting SUO activity and 50%, to EESO activity.

Key Accountabilities

Academic advising for students in EES programs (approximately 30% of position)

- Provides academic advice, using appropriate tools and maintaining in-depth and current knowledge regarding:
 - academic requirements
 - admissions regulation and practices
 - Association of Professional Geoscientists of Ontario (APGO) professional requirements
- Reviews academic progression and advisement/graduation reports
- Maintains advisement templates
- Contributes to Orientation Week programming
- Supports academic program review activity
- Assists course and program planning for China-partner transfer students
- Provides advice and information about EES programs to interested non-EES students

EES program activities and accreditation (approximately 20% of position)

- Communicates upcoming events, meetings, field trips, scholarships and job opportunities to EES students
- Serves as department liaison to science recruitment and marketing team
- Collects and communicates EARTH course, instructor and final exam related scheduling information (including activity relevant to Geological Engineering)
- Updates and communicates the EES section of the Undergraduate Calendar, including attending Science Undergraduate Studies Committee (SUSC) meetings
- Arranges EES banquet and thesis presentations and archives theses for graduating class
- Co-ordinates work report activity for EES students
- Co-ordinates and records EES undergraduate committee meetings
- Maintains regular contact and engagement with APGO on EES program accreditation and reviews courses for depth and breadth requirements

Academic advising principles applied to all programs and SUO activities (approximately 25% of position)

- Provides academic advice, by maintaining in-depth and current knowledge of Science, regarding:
 - undergraduate curriculum and academic requirements for all programs
 - admissions regulations and practices
 - student relevant regulations and University policies
 - disciplines relevant to Science students
 - support resources available to students, both within and outside the Faculty/University
- Provides secondary back-up to front-line service in SUO
- Follows SUO record keeping practices (e.g., verification of illness forms {VIFs} and ASIS [(Advising Student Information System)], or equivalent notes)
- Co-leads the first-year block enrolment process

First-year student activities, co-op student management, and Science final exam co-ordination (approximately 20% of position)

- First-year student activities:
 - Reviews high school and pre-Waterloo course grades for Ontario Secondary School (OSS) and non-OSS students
 - Serves as a resource for new students in their decision-making on which high school transfer credits to accept or decline
 - Organizes midterm grade collection in Fall and Winter terms for key first-year courses
 - Provides support for midterm check-in student meetings, first-year instructor meetings as well as student transition activities and webpages
- Co-op student management:
 - Leads the hiring, training, and evaluation of undergraduate services associate co-op students (1/term)
 - Assists managing the SUO front desk schedule
- Final exam coordination:
 - Assists the scheduling of final exams for the Faculty of Science (e.g., attends meetings, uses online tools, recommends solutions for conflicts)

Recruitment, Engagement, and Student Life (approximately 5% of position)

- Attends Ontario Universities' Fair (OUF), Fall Open House, March Break Open House, You @ Waterloo Day, representing both the Faculty of Science and Earth & Environmental Sciences
- Maintains regular contact with WATROX (EES student group) members and executive to ensure awareness of needs and group activities

Required Qualifications

Education

- Minimum, a Bachelor of Science degree, preferably relevant to Earth Sciences or Environmental Sciences; equivalent education and experiences may be considered

Experience

- Minimum of three years of in area(s) of undergraduate student activity, such as academic advising, course scheduling, or related experience

Knowledge/Skills/Abilities

- Proficient with University and Science rules and regulations, undergraduate curriculum, and admissions requirements is an asset
- Demonstrated ability to make independent decisions and solve problems
- Excellent strategic thinking, sound judgement, tact, diplomacy, ability to manage confidential and sensitive issues, interpersonal, organizational, and communication skills

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- Proficient with student needs and concerns and committed to student engagement and success
- Proven ability to manage a large volume of work, conflicting priorities, and deadlines
- Proficient with MS Word, Excel, and PowerPoint, with ability to use more advanced data functions in Excel, e.g. pivot tables, vlookup

Nature and Scope

- **Contacts:** Communicates with Science students, staff, faculty, associate deans, and colleagues in the SUO, EES, and academic support units such as RO, Co-operative Education and Career Action, Student Success Office, Student Service Centre, and AccessAbility Services.
- **Level of Responsibility:** The position has defined duties and responsibilities and is expected to work with minimal supervision and provide guidance to others, including academic advice to students. Leads the direction of a co-op student and guides their work.
- **Decision-Making Authority:** Makes independent decisions regarding student advice and thresholds for receiving midterm outreach emails. Assigns co-op student performance evaluation. Has signing authority for approval of academic program changes, course changes, and petitions.
- **Physical and Sensory Demands:** Demands are typical of an administrative position that functions within office and meeting environments. Exposure to a fast-paced service oriented environment with deadlines, changing priorities, and large volumes at various times (normally January, April, May, August, September, and December) throughout the year.
- **Working Environment:** Exposure to conditions typical of office work and meetings; expectation of periodic travel within Ontario, annually for OUF. Minimal exposure to disagreeable conditions typical of an academic advisor and one where it is necessary to convey negative or unwelcome information to students. Participation in some evening and weekend events. Interactions with people who are upset or angry; with people who have mental health conditions.