

# Academic Adviser (Mobility)

## Job Description

### POSITION OVERVIEW

<b>Department</b>	Student Support & Development
<b>Location</b>	Devon House, London
<b>Term</b>	Full-time; Permanent
<b>Hours</b>	Monday to Friday (38 hours per week)
<b>Salary</b>	Up to £35,000 per annum, depending on experience
<b>Benefits</b>	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
<b>Reports to</b>	Lead Academic Adviser

We are recruiting for two Academic Advisers to join our Student Support and Development team. The Academic Adviser (Mobility) plays a critical role in advising students in a variety of Northeastern University (Northeastern) programmes who are studying at the London campus. The Academic Adviser (Mobility) will work in close collaboration with operational and administrative departments at both Northeastern and NCH. This role will be responsible for ensuring that students are successfully advised and continuously supported during the duration of their programme experience, with a particular emphasis on supporting Northeastern students studying in London; and support students to navigate the collaborative educational opportunities across the two institutions.

As the partnership between NCH and Northeastern continues to evolve it is anticipated that the courses, programmes, and wider services in London will more fully integrate and develop. The Academic Adviser roles will therefore also be developing. The postholder will be expected to positively engage with role changes and adapt within the role.

## Duties and Responsibilities

- Provide academic advising support to enrolled students to facilitate a successful learning experience.
- Providing one-to-one advice on general learning and academic skills, referring students to specialist services as appropriate.
- Contacting students with low attendance, identifying any barriers to their attendance and referring to other services if needed.
- Contacting students at risk of academic failure, assessing needs and supporting where appropriate and/or referring to faculty or other services.
- Liaising with Student Wellbeing Coordinators in relation to students' Learning Support Plans to ensure reasonable adjustments are being used appropriately by the student and remain appropriate for their circumstances.
- Providing advice and guidance on College policies such as Undergraduate Attendance Policy, Academic Engagement Policy and Extenuating Circumstances.
- To coordinate students' requests for references.
- Liaise with faculty and professional staff in London and Boston to process and advise students on academic progress reports.
- To maintain accurate records of student contacts and appointments utilising TARGETconnect.
- To build good working relationships with faculty and staff in other professional services in London and the Northeastern network in order to link students with the full range of support available.
- To provide academic advising support to students who are looking to transfer to the other institution to further their educational experience.
- To maintain a working knowledge of CANVAS, the virtual learning environment, CELCAT the timetabling system, TARGETconnect the student service platform and any other systems/platforms regularly used by students.
- Support the Lead Academic Advisor and the College leaders in academic articulation of integrated programmes
- Keep abreast of developments in UK and US higher education sectors, working with the Lead Academic Adviser to embed good practice in service developments and integration activities.
- To collect and maintain data and records of the programmes for statistical and

evaluation purposes as directed by the Lead Academic Advisor.

### Other Duties

- Any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training and as instructed by the College.
- Occasional work outside of normal office hours and travel to Boston will be required.

### About the College

Founded in 2012, New College of the Humanities has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the College has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. NCH continues to grow further expanding its student cohort, courses, network, and opportunities.

### Person Specification Criteria (Essential / Desirable)

Person Specification	Assessment criteria			
	Essential/ Desirable	Applicatio n	Interview	Task
<b>Education, Qualifications and Training</b>				
Honours degree or equivalent professional or vocational qualification	E	A		
Masters degree	D	A		
<b>Experience &amp; Knowledge</b>				
Experience managing academic programmes including development and evaluation, preferably within Higher Education	E	A	I	
Experience with academic advising relevant to this post, in the UK and US	E	A	I	
Experience of providing academic support and referral	E	A	I	
Experience of working or studying in US higher education or study abroad	E	A	I	
Significant experience working with multi-cultural students	E	A	I	
Proven track record of effective and results driven problem solving and decision-making	E	A	I	

Experience of working with first-year university level US or international students	D	A	I	
Experience living, traveling, or working abroad	D	A		
<b>Skills and aptitudes</b>				
Strong communication (verbal and written) and relationship management skills, including effective stakeholder and partnership working	E	A	I	
Ability to prioritise workload, exercise good time-management and the ability to work to deadlines, and excellent organisational skills	E		I	
Excellent planning and project management capabilities	E	A		
Ability to display discretion, particularly when handling confidential documents	E		I	
Ability to pay close attention to detail	E			S
Good IT skills, including using Word, Excel, email, Internet and VLE	E			S

### Application Process

Applications should be made via [this link](#) by 20:00 on 27 June 2022. Please reference your application “**AAM422**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.