

## Academic Advisor & Instructor UAE University

Direct Link: <https://www.AcademicKeys.com/r?job=205511>

Downloaded On: Jun. 6, 2023 6:03am

Posted Feb. 14, 2023, set to expire Jun. 29, 2023

<b>Job Title</b>	Academic Advisor & Instructor
<b>Department</b>	University College <a href="https://jobs.uaeu.ac.ae/index.jsp">https://jobs.uaeu.ac.ae/index.jsp</a>
<b>Institution</b>	UAE University Al-Ain, Abu Dhabi, United Arab Emirates
<b>Date Posted</b>	Feb. 14, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor Professional Staff
<b>Academic Field(s)</b>	Education - General Counseling/Human Services
<b>Job Website</b>	<a href="https://jobs.uaeu.ac.ae/index.jsp">https://jobs.uaeu.ac.ae/index.jsp</a>
<b>Apply Online Here</b>	<a href="https://jobs.uaeu.ac.ae/index.jsp">https://jobs.uaeu.ac.ae/index.jsp</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

The First Year Advising team, a support unit within the Student Success Unit (SSU) of UAEU, is looking for an enthusiastic and experienced academic advising specialist to join the team. Each advisor is assigned a set number of advisees each semester, while also contributing to general advising duties for the university community at large. Advisors are also required to fulfil teaching duties according to their disciplinary background, on a partially reduced load.

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### **Main duties:**

**ADVISING:** Providing one-to-one and group academic advising to students to ensure ongoing successful progress towards a timely completion of their degree programs; Providing guidance to students on full graduation planning; Monitoring student academic progress through a variety of reporting tools; Working closely and collaboratively with students, faculty, and staff to ensure academic success of assigned advisees; Acting as college/department liaison to current and prospective students, faculty, staff, and external stakeholders on issues related to academic advising; Acting as primary liaison to connect students with academic and personal support services, such as tutoring, learning center support units, counseling and career services; Maintaining accurate and up-to-date student files and records.

**TEACHING:** Teaching undergraduate courses on a partially reduced load; Creating high quality instructional materials; Using LMS (Blackboard) and other classroom technologies to deliver course content and support independent learning; Providing timely and effective feedback to students; Monitoring and evaluating student performance; Maintaining accurate records of students' progress and attendance.

### **Minimum Qualifications**

Master's degree in a curriculum area offered by the university, with at least three years' experience in both student support and teaching roles in tertiary education.

### **Preferred Qualifications**

Master's degree in a curriculum area offered by the university, with additional relevant qualifications in educational advising, student counseling or a related field.

### **Skills & Experience**

Experience of working in a student support role in tertiary education (Essential); Experienced in both face-to-face and online advising interactions (Essential); At least 3 years' experience of teaching in tertiary education (Essential); Committed approach to student development and success (Essential); Commitment to teaching excellence and student-centred instructional approach (Essential); Confident user of LMS (Blackboard), MS Office, online meeting applications and other educational technologies (Essential); Experience of using the Ellucian suite of student advising solutions (Degree Works and

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CRM Advise) (Desirable); A flexible team player, able to communicate effectively with students and colleagues from different linguistic and cultural backgrounds (Essential); Task-oriented and able to complete tasks to deadlines (Essential); Knowledge of the Arabic language and culture of Arabic speaking countries (Desirable).

The successful candidate will be expected to join UAEU in August 2023.

Apply with CV and cover letter at: <https://jobs.uaeu.ac>. The UAE requires instructors to receive MoE equivalency for their degrees.

### **Contact Information**

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

### **Contact**

UAE University  
Al-Ain, Abu Dhabi  
United Arab Emirates