



## 1 Advertisement

**Post Title:** Student Academic Success Advisor

**School/department:** Central Foundation Years

**Hours:** full time or part time hours considered up to a maximum of 1.0 FTE. Requests for [flexible working](#) options will be considered (subject to business need).

**Contract:** fixed term until 31 July 2020

**Reference:** 2363

**Salary:** starting at £33,797 to £40,322 per annum

**Placed on:** 3 October 2019

**Closing date:** 10 October 2019. Applications must be received by midnight of the closing date.

**Expected Interview date:** 18 October 2019 (AM)

***This vacancy is only open to those currently working at the University***

The University of Sussex's Central Foundation Years Programme in Arts and Humanities; Business, Management and Economics; Psychology; and Social Sciences is designed to provide access to established undergraduate degrees for candidates who do not meet Sussex's normal entry criteria or who wish to experience a range of subjects at university-level before choosing a progression route.

We are seeking to appoint a **Student Academic Success Advisor** who will be a highly visible academic presence within the Programme, proactively working with colleagues and students to ensure all taught students flourish during their time at Sussex. They will provide support and guidance to a caseload of students to ensure they have the best opportunity to achieve their educational goals. They will support the engagement and progression of students and play a pivotal role in promoting student success to ensure they reach key benchmarks throughout their academic program.

They will be able to demonstrate experience in teaching academic skills, supporting students' academic progress (particularly in relation to assessments) and providing holistic support to students from a diverse range of backgrounds and with a diverse range of strengths.

The Student Academic Success Advisors will contribute to the University Strategy 2025 "A Better University for a Better World" and to the Learn to Transform pillar. They will ensure that students are respected and supported through a personalised holistic and inclusive approach.

For an informal discussion of this role, please contact the Head of the Central Foundation Years, Dr. Graeme Pedlingham, in the first instance at [G.G.Pedlingham@sussex.ac.uk](mailto:G.G.Pedlingham@sussex.ac.uk).

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds*

## 2. The School / Division

### **The Central Foundation Years:**

The Foundation Years in Arts and Humanities; Social Sciences; Psychology; Business, Management and Economics provide an alternative route for students who have the ambition and potential to succeed on one of our highly selective degrees (with typical entry requirements of AAB-ABB), but may not have the subjects or grades required for their choice of degree, or are undecided which degree to pursue and would welcome flexibility.

Each of the four Foundation Year courses covers a broad remit, and includes the following subjects:

- **Arts and Humanities** (English Literature; English Language & Linguistics; Drama; History; History of Art; Philosophy; American Studies; Media & Film)
- **Social Sciences** (Law; Politics; Sociology; Geography; Anthropology; International Relations; International Development; Education; Social Work)
- **Business, Management & Economics**
- **Psychology**

The typical A-Level offer for the Foundation Years is much reduced (usually BCC-CCC), an aspect that may particularly support students whose educational attainment has been effected by disadvantage, and applications from those who have been out of education for some time are strongly welcomed.

The Foundation Year is the 1<sup>st</sup> year of a 4 year degree. So, passing their chosen Foundation Year enables students to automatically progress onto their chosen specialism at Sussex within the subject area of that Foundation Year.

These four Foundation Year courses are integrated with one another: students study a combination of core modules from their specific course and an option module from any of the other courses. This enables students to experience a range of subjects before deciding upon the subject specialism that they wish to progress onto and makes each Foundation Year course highly interdisciplinary, giving students insights into a range of subjects that may then inform their later studies.

Further details on our Foundation Year courses can be found here:

<https://www.sussex.ac.uk/study/subjects/foundation-years/undergraduate>

### 3. Job Description for the post of: Student Academic Success Advisor

<b>School:</b>	Central Foundation Years
<b>Location:</b>	Arts B
<b>Grade:</b>	7
<b>Responsible to:</b>	Head of Central Foundation Years
<b>Responsible for:</b>	Case load of students and role in academic support for wider student cohort.

The Student Academic Success Advisor will be a highly visible presence within the Programme, proactively working with colleagues and students to ensure all students flourish during their time at Sussex. They will provide support and guidance to a caseload of students to ensure they have the best opportunity to achieve their educational goals. They will support engagement and progression of students and play a pivotal role in promoting student success throughout their academic program.

#### **Primary Duties and Responsibilities:**

##### **Academic Advising:**

- Schedule sessions that are distinctive, providing a holistic focus on student academic progress and engagement with the aim of helping and encouraging students, throughout their study, to actively identify and access support for improving academic skills and to contribute to, and reflect on, academic feedback, personal development and career plans.
- Examples of sessions may include the following: introductory skills sessions, refresher session for returning students in Semester 2, co-sponsored events with faculty and other stakeholders across the University and results drop-in sessions.
- Provide early intervention and referral of students whose lack of academic engagement and/or underlying personal issues appear to be creating barriers to effective study
- Work with the wider Programme tutor team to identify and proactively work with students, often one-to-one, who are experiencing challenges.
- Create and maintain accurate academic records through the use of the University system to document student meetings and notes and identify and report upon emerging themes to Programme management.
- Make timely referrals for personal or academic issues as appropriate, and engage on-going contact with module convenors, teaching and learning leads and discipline specialists as needed.

##### **Programming & Collaboration:**

- Liaise with Programme management and other teaching colleagues, as well as key contact across the University, to feedback on common themes emerging from student consultations
- Collaborate with faculty, staff and students to develop sessions, services or opportunities to support the success of students.
- Work closely with key campus partners (Careers and Employability Centre, Student Finance, Student Life Centre, Residential Services) to ensure that this role functions effectively in connecting advisees to appropriate campus resources in a timely manner.
- Participate in SSPC, School Student Experience Group, Boards of Studies and Teaching and Learning Committees as appropriate.
- Provide references for advisees.
- Any other duties as required.

#### **4. Person Specification**

- Masters degree or equivalent professional qualification in an academic field relevant to academic skills and/or academic student support work and one (1) year of relevant experience in a higher education or similar setting.
- Knowledge and understanding of Foundation Years content and HE organisation, goals and objectives, and policies and procedures.
- Experience delivering sessions to groups of varying size as well as on an individual basis.
- Demonstrated ability to build strong relationships with a range stakeholders in the student journey and make appropriate referrals where required e.g. course directors, Student Life Centre
- Strong organisational skills to prioritise workload and provide relevant advice to assigned students in a timely manner.
- Confidence in application of appropriate judgment when dealing with sensitive issues.
- Demonstrated capacity to work effectively with persons from diverse backgrounds and to foster sensitivity to diversity and an inclusive campus and community culture.