1 Advertisement

Post Title: Student Academic Success Advisor  
School/department: University of Sussex Business School  
Hours: Part time hours considered up to a maximum of 0.4 FTE: Requests for flexible working options will be considered (subject to business need). For further details regarding flexible working please follow this link - [http://www.sussex.ac.uk/humanresources/personnel/flexible-working](http://www.sussex.ac.uk/humanresources/personnel/flexible-working)  
Contract: fixed term until August 2022  
Reference: 2558  
Salary: starting at £33,797 to £40,322 per annum, pro rata  
Placed on: 4 November 2019  
Closing date: 25 November 2019. Applications must be received by midnight of the closing date.  
Expected Interview date: w/c 2 December 2019

The University of Sussex Business School is seeking to recruit a **Student Academic Success Advisor** to join our team. The Student Academic Success Advisors are a highly visible presence within the School proactively working with colleagues and students to ensure all taught students flourish during their time at Sussex. They provide support and guidance to a caseload of students to ensure they have the best opportunity to achieve their educational goals.

The Student Academic Success Advisor 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 as well as being experienced in coaching techniques.

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

The University Strategy 2025 is underpinned by five core values of

- Kindness
- Integrity
- Inclusion
- Collaboration
- Courage

They define what we say and do and demonstrate what we stand for.

For full details and how to apply see our [vacancies page](http://www.sussex.ac.uk/humanresources/personnel/flexible-working)
The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

The University of Sussex Business School is a unique research focused business school, which takes a strong policy-directed view on business practices while also developing the underlying core disciplines. The School is exceptionally well placed to provide leadership in the development and dissemination of sustainable business and management practice, informed by sound economic logic.

Teaching and research
The University of Sussex Business School includes five departments: SPRU (Science Policy Research Unit); Economics; Marketing and Strategy; Management; Accounting and Finance. Over 78% of research output is rated as world leading and DHLE statistics bear out the importance we place on student employability with excellent graduate outcomes for Business School students. With such excellent foundations the University of Sussex Business School offers something distinctive and special to the future of business and management research and education in the UK and beyond.

For further information please see the following:
http://www.sussex.ac.uk/aboutus/schoolsdepartments/University of Sussex Business School/

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

School: University of Sussex Business School
Location: Jubilee Building
Grade: 7
Responsible to: Associate Dean (Education and Students) and the Education and Students Team which is comprised of the Directors of Teaching and Learning and Director of Student Experience
Responsible for: Case load of students

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Primary Duties and Responsibilities:

Academic Advising:
- Schedule sessions that are distinctive, providing an 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: welcome week introductory skills sessions, refresher session for returning students, transition sessions for Undergraduate students joining directly into the second year, 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 Student Experience team to identify and proactively work with students 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 the Education and Students team.
• Make timely referrals for personal or academic issues as appropriate, and engage on-going contact with module convenors, course directors, teaching and learning leads and discipline specialists as needed.

Programming & Collaboration
• Liaise with Departmental Education and Student Leads, the Director of Teaching and Learning, Director of Student Experience, Associate Dean and other School colleagues and University to feed back 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 and Staff Student Liaison Meetings as appropriate.
• Provide references for advisees.
• Any other duties as required.

4. Person Specification
• Masters degree or equivalent professional qualification in psychology, or certificate/diploma in coaching, education or other discipline deemed relevant by the University and one (1) year of relevant experience in a higher education or similar setting.
• Knowledge and understanding of 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.