



1 Advertisement

Post Title: Student Academic Success Advisor

School/department: University of Sussex Business School

Hours: Full time hours up to a maximum of 1.0 FTE

Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Reference: 9149

Salary: starting at £35,333 to £42,155 per annum, pro rata if part time

Placed on: 26 July 2022

Closing date: 15 August 2022 Applications must be received by midnight of the closing date.

Expected Interview date: To Be Confirmed

Expected start date: 19 September 2022 or soon thereafter

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.

Please contact Susan Smith susan.smith@sussex.ac.uk for informal enquiries.

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

Our work draws on management, economics, science, technology and innovation studies, to make an impact on the future of people and institutions the world over. We study the issues that matter, in order to transform our world and your future.

Please find further information regarding the school/division at [http://www.sussex.ac.uk/aboutus/schoolsdepartments/University of Sussex Business School/](http://www.sussex.ac.uk/aboutus/schoolsdepartments/University_of_Sussex_Business_School/)

3. Job Description

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

	Essential or Desirable	Assessment method (application/interview)
Qualifications, experience, and knowledge		
Masters degree or equivalent with experience of teaching and/or skills development work	E	A/I
Postgraduate certificate in Higher Education and/or Fellowship of Advance HE	D	A
Experience of working in HE (at least 1 year)	E	A
Business School experience or experience of a business discipline	E	A/I
Knowledge and understanding of HE organisation, goals and objectives, and policies and procedures.	E	A/I
Skills and abilities		
Experience delivering sessions to groups of varying size as well as on an individual basis.	E	A/I
Demonstrated ability to build strong relationships with a range of stakeholders in the student journey and make appropriate referrals where required e.g., course directors, Student Life Centre	E	A/I
Strong organisational skills to prioritise workload and provide relevant advice to assigned students in a timely manner.	E	A/I
Confidence in application of appropriate judgment when dealing with sensitive	E	A/I

issues.		
Ability to analyse trends in academic advising data	E	A/I
Demonstrated capacity to work effectively with persons from diverse backgrounds and to foster sensitivity to diversity and an inclusive campus and community culture.	E	A/I