

## **THE ROLE OF THE COLLEGE ACADEMIC ADVISOR**

The role and responsibilities of an Academic Advisor in the College have evolved in a variety of different ways over the years. One thing has remained constant: the Academic Advisor is integral to the life of a College and the support of its students. All Academic Advisors are charged with the responsibility of supporting the academic achievements of our students, enhancing their academic prospects, aiding them in their accommodation to York and the College system, and encouraging them to complete their degrees. Notwithstanding the fact that different expectations have been placed on holders of the positions as a result of both particular College traditions and the demands of the Faculty with which the College is affiliated, there are a number of major responsibilities and features of the job that are shared by all Academic Advisors.

### **THE ACADEMIC ADVISOR**

An Academic Advisor reports to the College Master and has the following responsibilities:

1. Co-ordinates the College Advising Program
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  - ii. Co-ordinates the College's student peer-group advising system
  - iii. Co-ordinates the College Academic Resources Assistance Plan
2. Is responsible for planning and implementing Academic Orientation and Reorientation.
3. Acts as liaison between the Advising Centre and the College
4. Assists the Master in planning extra-curricular programs
5. Assists the Master in activities surrounding Convocation
6. Liaises with Undergraduate Co-ordinators of the divisions in supporting the Foundations Program
7. Liaises with Undergraduate Co-ordinators of Departments
8. Organized College Co-curricular and Extra-curricular activities supporting Foundations Courses and arranges visits to Foundations Courses
9. Prepares College material for distribution in Foundation Courses
10. Works with the Residence Tutor and Dons in Academic Support/Tutoring of Residence Students

11. Coordinates monitoring and support of residents on academic probation
12. Participates in College Governance
13. Is a member and attends meetings of the Council of Masters Sub-Committee of Academic Advisors
14. Assists the Master in a variety of task as they arise or are needed

Future development of the role may include a closer more integrated relationship with the advising centres and programs of the faculty with which the College is affiliated. This could mean, for example, a secondment to the faculty for some time during the summer term.