

JOB DESCRIPTION

Job Title: Academic Skills Advisor

Grade: 5

Responsible to: Learning & Teaching Lead

Job Purpose:

To be part of a team providing academic advice and support for Falmouth University and University of Exeter students at the Penryn and Falmouth Campuses. The areas in which the team provides expertise (to staff and students) include:

- Academic writing across a broad range of disciplines
- Study Skills (organisation, revision and exams, reading and notemaking etc).

The team provide taught sessions, individual advice, drop-ins and workshops, in person and online. The team also develop and maintain online resources to support student learning.

Main Duties and Responsibilities:

Develop and deliver workshops, seminars, lectures and drop-ins in any subject area as requested by course teams and co-ordinated by Learning & Teaching Lead. Delivery may be in person or online and can include development of accompanying learning resources.

Provide 1 to 1 appointments with students. These appointments involve working closely with students: explaining how work meets or fails to meet academic requirements and working with the student to understand how they can improve or develop their work. Appointments involve reading student work beforehand and recording details for statistical, evaluation and quality purposes.

Work closely with staff in other Student & Academic Support teams on the delivery of academic support and training; co-deliver sessions where appropriate and refer students to other services as required.

In collaboration with the team, research, develop and update learning resources, including online resources. Regularly review and evaluate current resources to ensure continuous improvement.

Articulate recurrent areas of student difficulty and propose working practices that will allow the team to better meet the needs of students and academic teams.

Contribute to the promotion of the Academic Skills service to all students and staff.

Provide advice and training for academic and professional services staff to raise awareness of the issues involved in supporting students and share best practice.

Engage in continuous professional development through training, networks and research to maintain an up to knowledge of relevant learning and teaching developments. Share this knowledge within and outside of the team to facilitate continuous service development.

General Duties

1. Deliver a level of customer service which meets and exceeds the expected standards. Ensure all people are dealt with efficiently and with appropriate regard to their needs.
2. Undertake reasonable duties which contribute to the success of the directorate and FX Plus as a whole.
3. Agree personal and team objectives and work to achieve them, developing both individually and collectively.
4. Actively participate in required organisational processes, courses and activities, constantly maintaining the required conduct.
5. Support and contribute to keeping FX Plus, Falmouth University and the University of Exeter compliant with all legislation and adopted standards. Specific attention should be given to Health and Safety, Equality, Diversity and Safeguarding.

PERSON SPECIFICATION:**Post Title: Academic Skills Advisor**

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	Educated to degree level PGCE (HE or Post Compulsory Education)	Relevant learning development or specialist qualification
Experience / Knowledge	Significant experience of delivering academic support, preferably within an HE environment. Significant experience of teaching adults in groups and individually. Demonstrable experience of designing innovative teaching and learning materials including online learning resources. Experience of efficiently managing a complex workload across a range of services and systems.	Experience of providing support for specific learning difficulties.
Skills / Personal Requirements	Strong interest in helping students to reach their potential. Flexible and innovative approach. Excellent communication and interpersonal skills. Preference to work collaboratively and across teams.	

	<p>Strong organisational and administrative skills.</p> <p>Excellent IT skills and proactive engagement with new technology.</p> <p>Good time management skills/ability to balance competing priorities.</p>	
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