|  |
| --- |
| Position Details |
| **Business Entity** | Kaplan Business School | **Department** | Academic |
| **Job Title**  | Academic Success Centre Learning Advisor | **Location** | Adelaide |
| **Reports To** | Academic Learning Manager  | **Direct Reports** | Nil |

|  |
| --- |
| Overall Purpose |
| The Learning Advisor is responsible for delivering student learning support with a holistic view to improving their academic performance and the overall student experience. The role aims to enhance the quality of the learning experience by assisting students with their study resource needs, providing individual student consultations, and delivering in-class teaching on a range of academic skills, in a friendly and welcoming environment. |

|  |
| --- |
| Key Responsibilities |
| **Student Support** * Actively promote student use of ASC resources and advice
* Identify individual students’ learning needs and respond appropriately
* Provide language support for International students
* Contact students referred by lecturers or the Student Services team
* Identify needs for workshops/study groups to efficiently address common student needs
* Deliver workshops and facilitate study groups
* Contribute to content development as required
* Provide in-class support for lecturers and students as required
* Record details of student progress on the student management system
* Record student appointments and outcomes
* Mark online speaking and writing tests (usually for the Kaplan-owned KITE system)
 |
| **Assessment Feedback*** Provide comprehensive feedback on assessment drafts, reflecting KBS standards
* Liaise with academic leaders and lecturers in regard to any issues
* Contact students who require follow-up advice
 |
| **Projects** * Actively participate in ASC team meetings and workshops
* Contribute to the ongoing review and development of ASC tasks
* Identify opportunities for the enhancement of professional competencies and other ASC tasks
 |

|  |
| --- |
| **Contribute to campus events*** Prepare and deliver ASC presentations, and assist with Orientation duties each trimester
* Contribute to and/or participate in campus events
* Attend campus and ASC team meetings
 |
| **Manage the campus Library** * Assist with trimester-based stocktakes
* Facilitate student borrowing
* Maintain library bookshelves
* Undertake administration activities associated with the digitisation of library services
 |
| **Contribute to a supportive, positive and safe workplace*** Comply with all company policies and procedures including WHS legislation requirements
* Ensure the workplace, under your control, is safe and without risks to health
* Be a productive member of the Kaplan team by displaying the Company values on a daily basis
 |

|  |
| --- |
| Qualifications and Skills |
| **Essential*** English as a Second Language teaching experience and relevant qualifications
* Bachelor-level qualifications in Education (or similar)
* Excellent verbal and written communication
* Ability to work autonomously in a patient, encouraging and caring manner
* Strong administrative skills

**Desirable*** Teaching/lecturing/support experience at a Higher Education institution
* Experience as a study adviser to international students
* Commitment to innovation and continuous improvement
* Teaching experience with EAP courses
* Up-to-date knowledge of active teaching principles and practices
 |

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_