# Terms of Reference for The Academic Counselor

**1. BACKGROUND**

Academic counselors provide assistance to students in their growth and development by constructing meaningful educational advising compatible with their life goals. psychological and personal issues throughout their duration of study. It is a continuous and consistent process which is built upon the basis of frequent, accumulated personal contacts between advisor and advisee. Academic counselors are appointed for each of the department by the dean of the faculty, through the recommendation of the head of the departments to provide students the required assistance in crisis management during working days and weekend if required. Accademic advising fosters the development of the whole student who is a self-directed, motivated, responsible decision-maker and encourages the successful completion of degree requirements and timely graduation

**2. KEY TASKS AND RESPONSIBILITIES**

The student counselor is responsible for,

* The advisor’s role is an active rather than a passive one and the process of advising requires the following objectives to be met for each student assigned as an advisee:
* Help students define and develop realistic educational career plans through schedule planning for each semester and summer school, if appropriate. Each student should have an up-to-date academic schedule plan through to graduation.
* (Freshmen advisees) should meet with advisee during orientation to assist student with initial adjustment to university academic life.  Special sessions should be scheduled throughout the first academic year.
* (For continuing advisees) Should meet at least once each semester with continuing students to plan for the coming semester (or summer) and to review/revise long range academic program schedules.
* Assist students in planning a program consistent with their abilities and interests.
* Monitor progress toward educational/career goals and meet at least once each semester to review the progress toward completing the proposed academic program and to discuss grades and other performance indicators.
* Discuss and reinforce linkages and relationships between instructional program and occupation/career.
* Follow-up with the advisee on any report of unsatisfactory work (notice of class probation for poor attendance, notice of FA and/or failing grades, incomplete grades from past semester(s), etc.).  Special attention should be paid to students who are placed on academic probation.
* Proactively contact and be available for student advisees on a regular basis. Office hours should be posted on the advisor’s office door and preferably given to the advisee early in the semester. Advisors should plan for extended hours during pre-registration advising.
* Consult regularly with faculty colleagues in order to have up-to-date information..
* Should clarify personal values, abilities, interests, and goals for academics and life.
* Contact and schedule regular appointments with your advisor each semester as required or when in need of assistance
* Should prepare for advising sessions and bring appropriate resources or materials. You have to maintain advising portfolio and other details.
* For final years be advising session with a planned schedule for the forthcoming semester.
* Become knowledgeable and adhere to institutional policies, procedures, and requirements.

**3. DURATION OF THE ASSIGNMENT**

The assignment will run for 52 weeks from the date of signing the contract.

**4. MODE OF PAYMENT**

The assignment as a student counselor is a voluntary service.

**5. REQUIRED SKILLS AND QUALIFICATIONS**

* The academic counselor position should be undertaken by a permanent academic staff member of the department and should be Senior Lecturer Grade II or above.
* Excellent observation, listening and communication skills and should be interested in advising.
* Should demonstrate a concerned and caring attitude toward students
* Should be available for frequent contact with students and intrusive behavior with students
* Should possess a clear knowledgeable of institutional regulations, policies, offerings, and procedures
* Should monitors student progress
* Previous experience in a similar position (voluntary or non- voluntary) would be an advantage.

**6. METHOD OF APPOINTMENT**

Department heads should nominate a suitable candidate at the beginning of every academic year for the position of the student counsellor, whom should then be appointed through the dean of the faculty.