

Academic Skills Advisor Position Description



Position details																					
Position	Academic Skills Advisor	Location	Clarence Valley - Grafton																		
Reports to	Centre Management	Ordinary Hourly Pay	Casual on-call																		
Award	Educational Services (Post-Secondary Education) Award 2020	Funding	Commonwealth Government																		
Classification	General Staff Level 5 -Level 9 (according to qualifications and experience)	Ordinary Hourly Pay	As at 19/03/2025 <table border="1"> <thead> <tr> <th>Level</th> <th>Casual</th> <th>Part-Time</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>\$42.94</td> <td>\$34.35</td> </tr> <tr> <td>6</td> <td>\$46.10</td> <td>\$36.88</td> </tr> <tr> <td>7</td> <td>\$49.95</td> <td>\$39.96</td> </tr> <tr> <td>8</td> <td>\$56.24</td> <td>\$44.99</td> </tr> <tr> <td>9</td> <td>\$59.46</td> <td>\$47.57</td> </tr> </tbody> </table>	Level	Casual	Part-Time	5	\$42.94	\$34.35	6	\$46.10	\$36.88	7	\$49.95	\$39.96	8	\$56.24	\$44.99	9	\$59.46	\$47.57
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Purpose of the role

The Academic Skills Advisor (ASA) is part of the Student Services team to provide a comprehensive range of academic support to regional students studying university-level courses. The ASA is responsible for engaging students in their learning through a holistic approach to academic support through tailored one-on-one, and group sessions, as well as structured workshops and resources. The ASA contributes significantly to student engagement, self-efficacy, wellbeing and retention.

- Major Accountabilities**
- Offer one-on-one consultation sessions and academic monitoring to develop students' general academic and digital literacy skills.
 - Provide constructive feedback on assessment tasks to support the development of academic skills.
 - Identify students who may be struggling academically, with their transition to higher education and/or otherwise at risk and provide appropriate intervention and referral in line with CUC protocols.
 - Build rapport with known equity groups to foster resilience in students starting higher education.
 - Develop and host student workshops, interactive sessions and learning resources.
 - Drive Continuous Quality Improvement (CQI) through all academic skills activities.
 - Contribute to the ongoing evaluation of ASA activities including collecting and analysing local data.
 - Work collaboratively with other ASAs across the CUC Network to share best practice.

Key Selection Criteria

Skills and Experience

- Outstanding interpersonal and communication skills, including the ability to connect with others and provide constructive feedback effectively to a diverse range of people.
- Skills and/or experience in designing and providing support in an educational environment.
- Skills in providing feedback for assessments, academic writing and referencing, with attention to detail.
- Ability to work flexibly and collaboratively in a small team to achieve collective outcomes and contribute to a positive team environment.
- Ability to speak publicly, make presentations, and coordinate activities.
- Proven time management and organisational skills with the ability to manage competing priorities.
- Professional communication and reporting skills, including to students, Centre Manager and stakeholders.
- Demonstrated proficiency in digital technologies such as Word, Excel, Outlook, databases, Canva, social media platforms.

Essential

- Current Drivers Licence.
- Current Working with Children Check.
- Undergraduate degree with excellent academic results.
- Ability to work flexibly and independently, with limited direction.
- Passionate and enthusiastic about creating opportunities for regional students.

Desirable

- Undergraduate degree in humanities (e.g. Education, Arts, Social Sciences, Linguistics)
- Experience working with/in schools, and universities and/or TAFE.
- Experience working with Aboriginal and Torres Strait Islander communities.
- First Aid / Mental Health First Aid Certificates
- Postgraduate degree

Other information

- From time to time this position may be assigned additional tasks within skill level, competency, and experience, to meet short-term operational needs.
- Staff are expected to read, understand and follow all CUCCV Policies.

I have read, understood and agree to this position description and the CUCCV Policies.

Employee Signature:

Date:

Centre Manager Signature:

Date: