

VACANCY NOTICE 07/2017**Academic Advisor – RIT Kosovo™ (A.U.K)**

The RIT Kosovo™ (A.U.K) is looking to hire an Academic Advisor. The Academic Advisor will report directly to the Manager of RIT Academic Affairs at RITK and primarily be responsible for advising students in line with the RIT curriculum.

POSITION SUMMARY

Academic advisors function to take a student-centered approach that enriches student learning and development in preparation for success with a diverse global society. This position will help develop, implement, and manage academic advisement for RITK students and will participate in developing strategies that will enhance retention and promote students' connection to their academic program as well as the university.

QUALIFICATIONS

- Bachelor's Degree required; Master's Degree preferred
- Fluency in speaking and writing in both, English and Albanian. Knowledge of Serbian would be an advantage
- Experience with the American higher education system and American educational institutions

SPECIALIZED SKILLS

- Excellent listening and interpersonal skills that exhibit positive regard, care, concern, and respect for students, families, and colleagues.
- 2-4 years work experience in a higher education environment strongly preferred.
- Strong commitment towards supporting all levels and backgrounds of students.
- Demonstrated ability to communicate effectively (written and in-person) to a broad constituency, including administrators, faculty, staff, students, and parents.
- Working knowledge of effective decision-making and conflict resolution techniques.
- Strong organizational skills, attention to details, ability to multi-task, and sustain an extensive workload within a fast-paced environment.

RESPONSIBILITIES

- Maintain awareness of institutional information including academic requirements, new programs, course changes, deadlines, costs, and transfer requirements.
- Advise students to develop their long range goals and plans of academic study, include as applicable: co-op or internship work and/or study abroad opportunities.

- Review and update degree audits in a timely manner, including evaluate and determine the transfer of credits; Participate in degree certification process as assigned.
- Participate in curriculum planning, implementation, and evaluation of the academic advisement program's goals and objectives.
- Participate on departmental and other committees as assigned.
- Other duties as assigned.

Please submit your CV, copy of diploma, two professional reference letters and complete the job application form that you need to download from the RIT Kosovo (A.U.K) website (click the link under the Employment Opportunities) at:

<http://kosovo.rit.edu/home/employment-opportunities.html>

Please submit all these documents **via email** to the Human Resources Office at: hr@auk.org

Most consideration will be given to applications received on or before **July 3, 2017** and to RIT Kosovo (A.U.K) Alumni.

Only shortlisted candidates will be interviewed.