

ACADEMIC ADVISOR

Nature of work

The academic advisor is a professional whose occupation includes, in particular, leading activities and providing advice, assistance and information to students and teachers, notably for the following:

- the development of a training profile that takes into account the student's inclinations,
- aptitudes and potential: choice of courses and options; individual schedule programming, etc.
- the progression in the student's learning: diagnosis of learning problems, evaluation and choice of corrective measures, change of individual program, etc.
- with the department's collaboration, the establishment of measures to improve the student's general performance.

Rate your skills

	Yes	No
I can advise students in regard to their choice of programs and courses.	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of the "Règlement des études collégiales" and of the educational policies of the colleges.	<input type="checkbox"/>	<input type="checkbox"/>
I am in a position to diagnose the causes or dangers of course failure and withdrawal for the students.	<input type="checkbox"/>	<input type="checkbox"/>
I can suggest ways for students to avoid failures.	<input type="checkbox"/>	<input type="checkbox"/>
I can develop, organize and lead activities fostering the students' academic development.	<input type="checkbox"/>	<input type="checkbox"/>
I can study the students' academic records towards admission.	<input type="checkbox"/>	<input type="checkbox"/>
I can analyse academic profiles towards the issuing of diplomas.	<input type="checkbox"/>	<input type="checkbox"/>

Required skills

I communicate easily with people.	<input type="checkbox"/>	<input type="checkbox"/>
I have a good analytical capability	<input type="checkbox"/>	<input type="checkbox"/>
I possess good planning and organization skills.	<input type="checkbox"/>	<input type="checkbox"/>