

ACADEMIC ADVISOR

Nature of the 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.

Required qualifications

A bachelor's degree with a specialization appropriate to the employment such as:

- education science;
- counselling;
- academic and vocational information;
- psychology.

Some characteristic functions

The academic advisor advises and informs students in regards to their choice of programs and courses, the organization of their individual schedule, academic reorientation and change of specialities, the consequences of course withdrawal, the "Règlement des études collégiales" and the educational policies of the college.

He analyses student records, diagnoses the causes or dangers of course failure and withdrawal, suggests ways for the students to rectify the situations and regularly makes a report on this subject to the members of the pedagogical services management.

In collaboration with other concerned personnel, he develops, organizes and leads activities fostering the students' academic development.

He may analyse students' academic records in the case of requests for admission and analyse academic profiles with a view to issuing diplomas. He may be called upon to participate in different information meetings concerning the contents of the programs. He may undertake research on academic performance and data interpretation relating to the students' academic development.

He may be called upon to help students within the process relating to the recognition of learning experience.

He also advises students on university admission procedures and existing employment opportunities for different vocational training programs.