Academic Adviser role

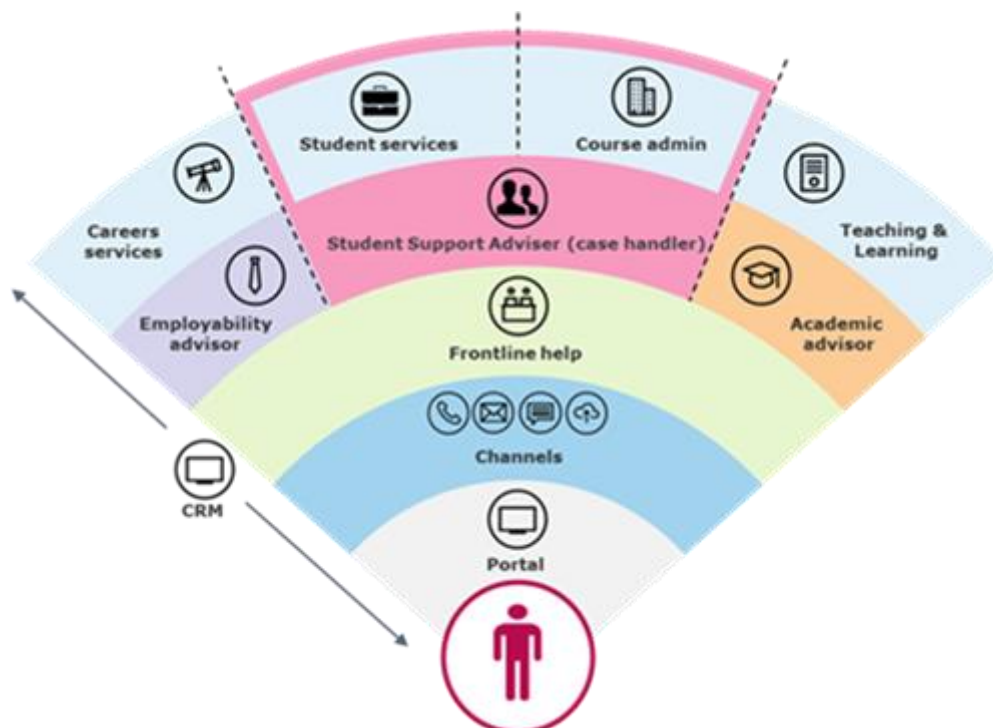What are the key responsibilities?

- Provide guidance to your allocated students on Academic Development and Progression, Personal Development and Professional Development.
- Have contact with your students a minimum of three times a year, the first of which should be in the first three weeks the academic year to support induction and transition.
- Signpost students to additional support and guidance as required (including to Student Support Advisers, Employability Advisers and Disabled Student Support).
- Provide a reference for your students on request.

Academic Advising is one of three critical dimensions of the University's student support strategy.

The University's Student Support model:

- Creates an environment in which all of our students are challenged, supported and encouraged to succeed.
- Provides a consistent, co-ordinated and integrated model of support so students can access the right level of support at the right time.

The model places the student at the centre of its design, enabling self-service through an online portal or through a single frontline function for queries and signposting to specialist support services.

Supporting a student is complex and, as an Academic Adviser, you may need to consider who else can help.

© Sheffield Hallam University

Sometimes you will need to refer students on to Student Support Advisers and Employability Advisers where they can access more specialised personal and professional support.

Advisers in each of the three roles must be alert, therefore, to the different types of need that students have.

Academic Advisers monitor and support their academic progression through to the successful completion of their course. They ensure their students successfully transition onto their course through each level, into and out of placements, and through to graduation into employment or further study. A student's Academic Adviser is a constant point of personal contact who offers a consistent and regular level of support throughout their course especially at key transition points.

Academic Progression

Academic Experience

Academic Experience

Personal Development

Professional Development

Academic Experience

a personal point of contact

"The face of the University"