

## Director of Academic Advising

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### Director of Academic Advising

American International University, Kuwait

We are in search of a proactive and highly motivated Director of our Academic Advising Department who is committed to fostering the educational and personal growth of young adults. This leadership role requires close collaboration with faculty and staff, a focus on mentorship, and the ability to create positive learning environments for students. If you are an individual with strong organizational skills and a passion for higher education, this opportunity is for you.

### Responsibilities for Academic Advisor

Oversee and manage a team of Academic Advisors to ensure accurate and timely record-keeping of student coursework.

Develop and implement a comprehensive advising calendar and meet regularly with department staff and advisees.

Analyze and optimize pathways to degree attainment for various disciplines and educational levels.

Ensure students receive timely and effective assistance during their application and course registration processes.

Serve as an escalated point of contact for students facing challenges in their coursework or life events affecting their academic journey.

Manage and streamline written documentation processes, including the transferring of necessary documents between departments, inter-schools, or districts.

Clearly and effectively communicate institutional standards for commencement or graduation to both advisors and students.

Report to and collaborate closely with the Director of Student Success Center, taking on additional leadership tasks as assigned.

#### Qualifications for Supervisor of Academic Advising Department

Master's degree in education and/or counseling is highly desired.

Prior experience in academic advising or educational leadership.

Must be highly organized with the ability to manage multiple projects and caseloads.

Proficiency in database software, with functional knowledge of Microsoft Office tools and other relevant applications.

Strong communication skills in English.

Demonstrated ability to work effectively with a diverse student body, including students of varying ages and ethnic backgrounds.

Strong leadership skills and proven ability to work independently and collaboratively with a team.

#### About American International University:

AIU is a new institution of higher education in Kuwait with the first student cohort admitted in fall of 2019. It is a private, co-educational institution offering undergraduate degrees based on the American model of higher education. Through its educational programs, the College serves the intellectual, cultural, and personal growth of all members of its community. AIU's offers degree programs in Engineering, Architecture, Design, and Business Administration where the language of instruction is English.

For more information about AIU visit:

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