

## University of Glasgow

### Assistant Chief Adviser Remit and Role

The Assistant Chief Adviser<sup>1</sup> will be experienced in undergraduate student advising and, in addition to the Assistant Chief Adviser role, will normally have a personal Adviser of Studies caseload (typically 25 advisees). In addition to the generic duties listed below, the Assistant Chief Adviser may be required to undertake other duties which are specific to a particular undergraduate programme(s).

Key Tasks may include:

1. Assistant Chief Adviser can deputise for the Chief Adviser, as necessary, in the management of the Advising System and the provision of advice to Advisers of Studies
2. To provide continuity of knowledge and experience during any transitional period between Chief Adviser appointments
3. To assist in the induction of new Advisers of Studies
4. To respond to enquiries from applicants, newly admitted students, parents or school teachers
5. To assist with Open Days and Applicant Visit events as well as informal applicant visits arranged by External Relations
6. To interview applicants as directed by the Chief Adviser
7. To interview students applying for internal or external transfer as directed by the Chief Adviser
8. To assist the Chief Adviser to provide cover for students whose Adviser of Studies is on a short period of study leave or absent for health reasons
9. To take responsibility for advising a proportion of the students with difficult cases who have been passed on by Advisers of Studies
10. To provide advice for students referred to the Progress Committee, whose Adviser of Studies is not available
11. To qualify students for graduation with designated degrees prior to graduation ceremonies and 'in absentia' graduation
12. To be a member of relevant committees and selection panels

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<sup>1</sup> Assistant Chief Adviser may also be referred to as Senior Adviser, Assistant Chief Adviser and Deputy Chief Adviser