

Subject to Approval by Executive Dean's Advisory Group

Faculty of Science and Engineering

Director of Studies: First Year Science

Role Statement

The Director of Studies: First Year Science ...

- leads a team of First Year Science Enrolment Counsellors, including directing, coordinating and training Counsellors, so as to ensure the provision of high quality counselling services as outlined below
- resolves satisfactorily any matters that have been referred on by individual Counsellors, students or the Faculty Office
- plans, in consultation with the Faculty Enrolment Coordinator, for the annual enrolment of commencing students in the Bachelor of Science (BSc) and the Diploma in Applied Science (DipAppSc)
- provides high quality counselling services as outlined below to commencing students in the BSc and the DipAppSc

Counselling Services

- Prepare and deliver Information Sessions for commencing students
- Assist commencing students in making decisions about their preferred area(s) of study by providing information and advice about the various majors, minors and extended majors within the BSc and specialisations within the DipAppSc, including how these may lead to studies in other courses within the Faculty and the University.
- Assist commencing students in the selection of appropriate first year topics based on their stated preferences for further study, while ensuring that any selection is in accordance with the relevant course rules
- Maintain records of advice, decisions and authorisations given to students