



International Educational Corporation LLP Job description for a study group advisor

Approved

Rector

International Educational
Corporation LLP





JOB DESCRIPTION OF THE STUDY GROUP ADVISOR

1. GENERAL PROVISIONS

1.1. The study group advisor belongs to the category of teaching staff and is appointed and dismissed by order of the rector of International Educational Corporation LLP (hereinafter referred to as IEC LLP).

1.2. The advisor reports directly to the dean of the school and the deputy dean for educational work and, in his/her activities, interacts with teachers, employees of the academic department, the educational work service, the social development department, and other structural divisions of MOC.

1.3. In their activities, advisors are guided by:

- 1) The Charter of the MOK;
- 2) internal regulatory documents and these regulations;
- 3) internal rules and regulations;
- 4) this job description.

1.4. The advisor must be familiar with:

- 1) regulatory and legal acts in the field of higher education;
- 2) the organization of the educational process using credit technology;
- 3) the basics of pedagogy, psychology, conflict studies, and business ethics;
- 4) the procedure for maintaining educational documentation and information systems (portal.mok.kz, etc.);
- 5) occupational health and safety and fire safety rules.



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2. PURPOSE OF ACTIVITIES

To promote the successful completion of the educational program by bachelor's students, the development of their personal and professional potential, the formation of academic culture, as well as the involvement of students in the academic and extracurricular life of MOK LLP.

3. FUNCTIONAL RESPONSIBILITIES

3.1. Organization and support of educational activities

- 1) Provides students with advice on the organization of the educational process, the choice of elective disciplines, and individual study paths.
- 2) Collects and systematizes documents of students belonging to privileged categories.
- 3) Informs students about regulatory documents, the academic calendar, schedule, assessment procedures, transfers, and reinstatement.
- 4) Enters and updates students' personal data in the "portal.mok.kz" information system within the established deadlines.

3.2. Individual support for students

- 1) Provides regular individual consultations on personal academic issues.
- 2) Monitors the adaptation of first-year students and provides support in the process of inclusion in academic and extracurricular life.
- 3) If necessary, refers students to the appropriate services (psychological, social, medical, etc.).
- 4) Promotes the development of students' self-organization, critical thinking, and communication skills.
- 5) Carries out preventive work to prevent academic expulsion and disciplinary violations.
- 6) Monitors the social and psychological climate in the group and informs the management about problematic situations.

3.3. Interaction with teachers and administration

- 1) Maintains constant communication with teachers, the dean's office, and the academic department on issues of student performance and attendance.
- 2) Participates in pedagogical councils, advisor meetings, department meetings, and working meetings.
- 3) Prepares analytical reports, reports, and student evaluations at the request of the school.
- 4) Facilitates effective communication between students and teachers.



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5) Participates in the development and implementation of programs for the adaptation and professional development programs for students.

3.4. Organization and support of extracurricular activities

1) Promotes the inclusion of students in the social, cultural, scientific, and sporting life of the IOC.

2) Informs students about the activities of student associations, clubs, sections, and volunteer projects.

3) Monitors students' medical examinations and fluorography.

4) Organizes the group's participation in university-wide events.

5) Holds advisory hours and intra-group events aimed at team building.

6) Supports student initiatives, develops leadership qualities and social activity among students.

7) Conducts preventive discussions on healthy lifestyles, academic ethics, and civic responsibility.

8) Promotes interaction with alumni and strengthens corporate culture.

3.5. Documentation and reporting

1) Maintains work plans and reports on advisory activities.

2) Updates information on the current status of the study group (academic performance, attendance, participation in extracurricular activities).

3) Maintains the confidentiality of students' personal data.

4) Prepares analytical reports on the dynamics of students' academic and social activity.

4. ADVISOR RIGHTS

The advisor has the right to:

1) Request and receive necessary information about students related to his/her activities.

2) Make suggestions for improving educational and training work.

3) Participate in discussions on issues related to the educational process and student life.

4) Represent the interests of students at the department, school, and dean's office levels.

5) Improve their qualifications, participate in training courses, seminars, conferences on education, psychology, communication, soft skills, and digital tools, as well as methodological seminars.



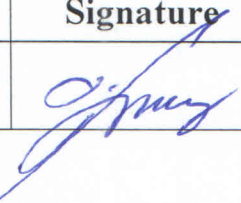
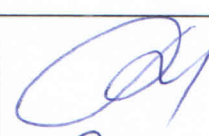
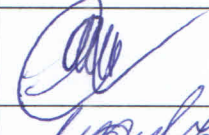
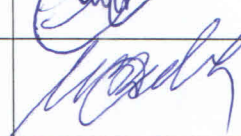
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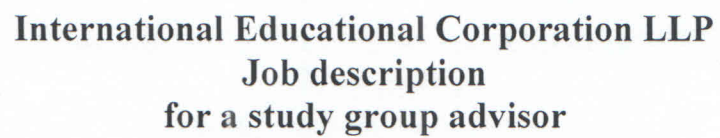
5. RESPONSIBILITY

- 1) The advisor is responsible for the accuracy of the information provided and the quality of student support.
- 2) The advisor is liable for failure to perform or improper performance of their duties in accordance with applicable law and internal documents of the IEC.
- 3) The advisor is obliged to adhere to the principles of academic ethics, respect, non-discrimination, and protection of students' interests.

6. FINAL PROVISIONS

- 1) This job description shall come into force upon approval by order of the rector of the IEC.
- 2) Changes and additions to the job description shall be made in the established procedure.

	Position	Signature	Full name	Date
Developed by:	DSD Coordinator		I.I. Khajiev	02.09.25
Approved by:	Acting Vice-Rector for Academic Affairs		T.S. Dusipova	02.09.25
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	Quality Manager		Denakova I.Z.	02.09.25

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