



Academic Advisor

Academic Advising
Student Services

Job Posting: U17-106 **Closing Date:** July 21, 2017
Position Type: Full-time/ Regular **Location:** Lansdowne/Interurban Campus
Start Date: July 31, 2017
Schedule: Monday - Friday; 8:30 am - 4:30 pm (35 hrs/week)
Salary: Pay Grade 12; \$27.62 to \$29.62 per hour,

New

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

GENERAL STATEMENT

Under the direction of the Coordinator, Academic Advising, the Academic Advisor will function as an effective member of the Academic Advising team. The Academic Advisor will represent the staff, faculty, and image of Camosun College in an effective and positive manner while providing information to students regarding the College's programs and courses. The Advisor will focus on services that aid new and current students and assist them in the development of realistic, complete, and appropriate educational plans that meet their educational and career goals. The Academic Advisor will work collaboratively with School staff or faculty to ensure that students receive consistent, timely and accurate information. Further, the Advisor will implement appropriate intervention techniques that support student success, improve retention, and minimize attrition. Day-to-day tasks require the use of computers and computer systems and tools such as Colleague Student. The advisor may be required to travel between campuses.

TYPICAL DUTIES

Assist new and current students with academic choices and educational planning

- Help students prepare educational plans that are appropriate, realistic and consistent with their educational and career goals, e.g. personal learning planning;
- Assist students explore career resources, promote the use of advising and career exploration tools, and refer to counsellors as appropriate;
- Assist students in the use of the Degree Audit Module in Colleague or online education planning tools;
- Identify the need for assessment testing and incorporate placement decisions into the preparation of educational plans including up-grading as appropriate.

Provide a high level of service to students

- Provide students with current accurate information about programs, courses and services provided by the College, other post-secondary institutions, and other agencies;
- Evaluate and interpret previous academic work, transfer credits, work or volunteer experience and other related items;
- Act as the transfer credit resource for Student Services staff and review student documents in the case of exceptions;
- Identify students who may experience academic difficulty, and recommend appropriate actions or

interventions;

- Recognize problem behaviours such as anti-social behaviour, depression, and test anxiety. As appropriate, refer such students to counselling, disabilities support or learning skills;
- Use discretion to assist students with unique educational needs, and recommend solutions;
- Process articulations using BCCAT online articulation system and advise relevant members of the College community of the results of this articulation;
- In consultation with the Coordinator and the Publications Coordinator, draft content and updates for departmental specific publications, website and support material;
- Provide group orientations and self-help materials for students regarding college life, students services and information about other institutions;
- Participate in end-user testing as required;
- Perform other related duties as required.

Promote student success by linking and communicating the objectives and priorities of Schools and Student Services

- Liaise and advise Schools regarding school curriculum development, changes, and approvals;
- Assist schools and chairs in understanding articulation agreements and their implications;
- Work directly with Program Chairs or Program leaders in matters related to student educational planning;
- Take responsibility for keeping Student Services staff informed about new, modified or proposed curriculum, articulation agreements and transfer credit issues and processes;
- Assist with program orientations and events as appropriate;
- Serve as a member of school curriculum committees.

Liaise with external institutions

- Liaise with external institutions regarding articulation and student advocacy matters;
- Maintain good communications and effective working relationships with the staff of secondary schools, agencies and other institutions;
- In collaboration with the Coordinator, Academic Advising and Coordinator, Recruitment respond to recruitment needs as appropriate.

Develop and maintain expertise needed to ensure a high level of service

- Understand and maintain a thorough understanding of the College's current and planned programs and courses including credit, vocational, and continuing education;
- Understand and provide interpretation of College policies and procedures that support admissions and registration, prerequisites, course transfer arrangements, and high school graduation requirements;
- Develop and maintain in-depth knowledge of university transfer, certificate, diploma, degree and graduate degree programs in BC post-secondary educational institutions;
- Understand how each of the programs and courses noted above transfer, relate to Camosun courses and programs, and substitute for professional school's requirements;
- Maintain up-to-date knowledge of articulation related processes;
- Develop and maintain a thorough knowledge of Camlink and Colleague Student including components that support the admission and registration and advising process.

Contribute to the development of a strong, efficient team and department

- As a team member, provide input into the development and enhancement of business processes and procedures that improve customer service and the efficiency of the department;
- Maintain student files, statistics and other records as appropriate;
- Orient and train Academic Advising staff when personnel or responsibilities change;
- Provide input into the development of annual timelines related to admission and registration procedures;
- In collaboration with Coordinator, Training & Audit, review and recommend enhancements to technical supports and business processes required to deliver quality services.

QUALIFICATIONS

Completion of a bachelor's degree and five years of experience directly related to educational and career planning activities or an equivalent combination of education and experience. In addition, the successful candidate will have excellent computer skills including proficiency with word processing, data entry, spreadsheets, email and databases. Current examples include Colleague, MS Office and Outlook.

PLUS

- Excellent human relations skills such as effective listening;
- Excellent problem solving and communication skills;
- Proven ability to work as a team member;
- Ability to work effectively with a diverse population;
- Ability to take responsibility and make independent decisions that support the interests of students and the College;
- Proven ability to handle student, public, external agency and staff inquiries with respect, confidence and tact;
- An awareness of interventions or supports that can positively impact student success.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer