



ACADEMIC ADVISOR

Classification: Guidance Officer 1

Full-Time Regular Position

The Pas, Manitoba

University College of the North (UCN) is committed to building a workforce that is representative of the populations we serve. Applications are invited from individuals who have a demonstrated interest and ability to work with Indigenous learners and mature students.

The Position: Reporting to the Associate Registrar, the Academic Advisor will provide post-secondary advising services for UCN, with particular emphasis on university-level advising. This will include assistance with such issues as course selection, the admissions process and career planning. The incumbent will also provide information and related referral services for students as necessary. The incumbent will work with relevant external agencies including other post-secondary institutions and Indigenous organizations to ensure the smooth processing of all documentation related to courses/programs. The incumbent must be available to work around the academic schedule to ensure services are provided to clients in a timely manner.

Qualifications:

- Completion of diploma (Bachelor Degree Preferred) in a relevant field from a recognized post-secondary institution, equivalent education and experience or a combination of these would be considered
- Direct experience in service-centered and/or academic centered role, evaluating complex student academics
- Proven ability to provide exceptional service in a fast-paced environment
- Experience evaluating, advising potential and current with their education needs
- Knowledge of University College of the North courses/programs and understanding of related structure
- Sound and current knowledge on best practices in enrolment or registrarial services or comparable work experience
- Experience with interpreting, applying and advising on policies and procedures
- Familiarity with referral sources
- Excellent interpersonal, analytical, administrative, communication, time management and organizational skills
- Ability to work as part of a team to facilitate the student's learning process
- A working knowledge of computer operating systems such as, Microsoft Word, Excel, PowerPoint, Internet and electronic mail
- Ability to manage sensitive information and maintain confidentiality
- Dependability
- Crucial to this position is a demonstrated ability to understand cultural influences and issues specific to adult learners in northern communities
- Personal experience and/or knowledge and understanding of the Indigenous culture

Assets:

- The ability to speak an Indigenous language
- Experience with post-secondary advising (university-level)

Condition of Employment:

- Candidates must be legally entitled to work in Canada

Applicants must provide a cover letter, resume, and a list of references with their application
Applicants must demonstrate on their cover letter and their resume how they meet the qualifications.

Representative Workforce (formerly employment equity) is a factor in the selection process. Preference will be given to Indigenous candidates. Applicants are invited to indicate in their covering letter or résumé if they are from any of the following groups: Indigenous people, persons with disabilities, visible minorities, or women and men in non-traditional roles. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Competition Number: 20-061
Closing Date: September 21, 2020; however, will remain open until filled
Salary Range: \$32.27 to \$40.38 hourly, plus remoteness allowance

Apply to: University College of the North, Attention: Human Resources
P.O. Box 3000
The Pas MB R9A 1M7
Fax: (204) 623-4414
Email: hrinfo@ucn.ca (preferred format)

*We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).
Human Resources will work with applicants who require accommodation during the application or the interview process.*

For more information and other employment opportunities, visit www.ucn.ca.