



Academic Support Faculty

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| Re-Posting | 2017.105 |
| Position | Academic Advisor |
| Department | UFV International |
| Status | 50% full-time, Permanent |
| Start Date | As soon as possible after closing date |
| Salary Scale | Appropriate placement on Academic Advisor salary scale |
| Closing Date | September 8, 2017 |

The University of the Fraser Valley is nationally recognized for its commitment to teaching excellence, community relevance, and Indigenization. With over 100 programs, from graduate and undergraduate arts, science, and professional degrees, to trades and technical education, university preparation and continuing education, UFV is the school of choice for over 15,000 students.

Duties & Responsibilities

Reporting to the Director of UFV International and under the supervision of the Director of the Advising Centre, the Academic Advisor provides academic and developmental advising for incoming and current international students admitted to upgrading and academic programs. The duties include assessing student needs, program planning and creating individual academic success plans; and, at peak periods, guiding students through the admissions and registration processes; and providing pre-arrival advising and course selection services for optimal first-semester registration. The Academic Advisor is responsible for the graduation approval of under-graduate students; and provides academic support and advice to International students in a range of international transfer and UFV programs including programs within the College of Arts, Faculty of Science, and the Faculty of Professional Studies. The Academic Advisor assists students to develop the skills necessary to make sound academic and career choices; and participates in student orientations and other student engagement events both within the Advising Centre and UFV International. The Academic Advisor must also research and maintain currency on a wide scope of detailed educational information regarding UFV; liaise with external and internal stakeholders; and promote the philosophy of post-secondary education. The candidate must be available to work some evenings and may need to travel periodically to other UFV locations.

Qualifications

A Bachelor's degree is required with at least two years of direct Academic Advising experience in a post-secondary institution and familiarity with the BC post-secondary system.

The successful candidate will have:

- demonstrated experience with and knowledge of international education systems;
- demonstrated ability to work with a diverse student population and to collaborate with faculty, staff and administrators across the campus;
- good understanding of international students, and sensitivity to cultural/intercultural issues;
- demonstrated excellent verbal, written, and interpersonal communication skills, - with the ability to provide clear, concise information;
- ability to teach new and complex concepts to both large and small groups in a variety of settings and with a variety of age groups;
- excellent problem-solving skills, creativity, resourcefulness, and evidence of ability to work both independently and within a team are required;
- excellent record and note-taking skills; a high level of attention to detail and accuracy; as well as the ability work well under pressure and meet tight deadlines;
- proficiency with Microsoft Office is required; (familiarity with Banner and/or Appointment Management software is an asset);
- sensitivity to diverse populations, and have a solid understanding of ethical guidelines, FOIPPA regulations and professional accountability; and
- fluency in a second language is an asset.

Shortlisted applicants may be required to undergo a criminal record check. Shortlisted applicants will be required to provide copies of their most recent evaluation summary.

Direct resume including evidence of appropriate qualifications by **September 8, 2017**, referring to **Re-Posting #2017.105** to:

Human Resources

University of the Fraser Valley

33844 King Road, Abbotsford, BC, Canada V2S 7M8

Tel: (604) 854-4554 Fax: (604) 854-1538 Website: www.ufv.ca

Email resumes to: hrinfo@ufv.ca

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. In an effort to be both environmentally and fiscally responsible, UFV will contact only candidates receiving an interview. We thank all applicants for considering UFV for employment.

UFV is committed to the principle of equity in employment.