

Academic Support Faculty

Posting	2018.82
Position	Academic Advisor
Department	UFV International
Status	100% full-time, Permanent
Start Date	As soon as possible after closing date
Salary Scale	Appropriate placement on Academic Advisor salary scale
Closing Date	April 26, 2018

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

As a member of the [UFV International](#) team dedicated to international student retention and success, the Academic Advisor provides academic and developmental advising for incoming and new current international students admitted to upgrading and academic programs. Advising duties include assessing student needs, program planning and creating individual academic success plans; guiding students through the admissions and registration processes; providing pre-arrival advising and course selection services for optimal first-semester registration, providing information on transfer programs with Canadian and international partner universities, teaching students about cultural transition and adjustment to the University, providing referrals to campus resources, career exploration, and other support services as needed. The Academic Advisor is responsible for providing academic support and advice to International students from a wide range of international high schools and university transfer programs, BC high schools, and Canadian pathway programs to ensure successful transition into UFV programs. The Academic Advisor collaborates with the Department to plan, develop and implement structured proactive advising systems and communications, academic orientation workshops and other student engagement and outreach strategies and events to foster students' understanding of UFV's programs, policies, procedures and resources and assist students' to develop the skills necessary to make sound academic and career choices. The Academic Advisor must also maintain accurate student records, research and maintain currency on a wide scope of detailed educational information regarding UFV; work and liaise with external and internal partners, departments, and associates; and advocate for international students on committees and working groups; and promote the philosophy of post-secondary education. The candidate must be available to work flexible hours and may need to travel periodically to other UFV locations.

Qualifications

A Bachelor's degree is required with at least two years of Academic Advising experience in an international education setting at 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.

How to Apply

Direct resume including evidence of appropriate qualifications by **April 26, 2018**, referring to **Posting #2018.82** 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

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.

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.