

Student Success Advisor

Description of the College

Fraser International College (FIC), in association with Simon Fraser University, offers university pathway programs to international students and is based on the campus of Simon Fraser University in Burnaby. FIC is managed by Navitas Limited with colleges in Canada, the USA, Australia, Singapore, New Zealand, and the United Kingdom.

For more than two decades, Navitas has accelerated the internationalization of university campuses around the globe, providing international students greater opportunity and access to high-quality learning experiences.

Position

The Student Success Advisor works with the Student Success Manager on the strategic implementation of programming that supports student outcomes, student experience, and academic rigour.

The position is responsible for student academic advising, holistic student support services and programming to ensure student welfare, retention, and successful transfer to the university partner.

Key Relationships

- Members of the University Partner community, including but not limited to international student services, health and counselling, housing, and registrar's office
- College students and alumni
- Instructors
- Counterparts in other colleges within the division

Key Responsibilities

- Support the Student Success Manager in the delivery of one-on-one student advising services and programming to support all areas of student life, ensuring students have a smooth transition into the College and to the University Partner.
- Develop and deliver holistic student programming rooted by theoretical framework and evaluate for effectiveness in achieving strategic goals, including but not limited to:
 - Workshops
 - Programming for high-achieving students
 - Programming for at-risk students
 - Social diversity and inclusivity
 - Social engagement
 - Community engagement
- Implement initiatives meeting the strategic direction and support for the development of advising, referral, and advocacy services meeting needs of international college students
- Support the strategic enrolment management systems of the college with an emphasis on retention, success, and student experience
- Ensure compliance with data integrity processes
- Follow systems of on-going training in the development of advising competencies

- Support the creation and maintenance of academic communication resources
- Maintain breadth of knowledge required to engage in innovative approaches of advising services for college students
- Facilitate academic integrity and academic probation policies
- Engage with industry best practices in the field of student advising
- Other duties as required

Essential Skills, Knowledge and Experience

- A degree in a relevant field from a recognized university
- Ability to plan, develop, promote, facilitate, monitor and evaluate individual learning programs and group learning events
- Understanding of academic expectations and the difficulties faced by international students undertaking post-secondary studies, particularly transitional issues
- High-level interpersonal and oral communication skills, with a proven ability to consult, counsel and liaise with a wide range of people from culturally diverse backgrounds
- Demonstrated ability to deal with confidential and sensitive matters
- Ability to organize and prioritise multiple issues/tasks in a fast-paced environment
- Demonstrated ability working collaboratively in a team setting as well as independently
- Demonstrated proficiency in the use of the Microsoft Office suite of products, internet and intranet technologies
- Flexibility to perform duties day, evening and weekends
- Must be Canadian Citizen, Permanent Resident or be in possession of a work permit

Desirable Skills

- Experience working in a higher education environment
- Experience in a multicultural environment or with international students
- Fluency in another language

What We Offer

Navitas is an Equal Opportunity Employer. We offer a competitive compensation and benefits package, and are a values-driven employer.

To Apply

Please send cover letter, resumes, and 3 references in **one file** to hr-canada@navitas.com.

Applications may be considered for similar positions.

Applications will be accepted until **11:59pm Pacific Standard Time on Friday February 15, 2019**.

Successful applicants will be subject to relevant pre-employment checks, which may include a Criminal background check and professional references checks.



Please be advised that candidates with the legal right to work in Canada at time of application will be considered.

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