



Columbia College
Vancouver, Canada

Since 1936 Columbia College has offered quality educational programs designed to prepare students for university admission. These programs include a university transfer program fully integrated into the BC Transfer System, a secondary program certified by the Province of British Columbia, and a full-time Academic Preparatory English Program accredited by Languages Canada. Thousands of Canadian and international students have progressed through Columbia's programs to successful Canadian universities.

Academic Advisor – High School Program

Columbia College is looking for an Academic Advisor to join our High School Program.

Our ideal candidate embodies qualities of empathy, understanding, and acceptance and is passionate about making a difference in a diverse and inclusive environment supporting international High School students. The position requires prior secondary or post-secondary teaching and preferably academic advising experience.

This is a four-day work position, 28 hours per week, which might be extended to a full-time role.

Start date: **October 2021**

SUMMARY:

The Academic Advisor assists students with the planning of their academic program. The role provides advice to students on topics related to education planning, educational goals and course selection. The duties and responsibilities include academic advising, course planning, student orientation, and working with Student Services, Faculty, Admissions, Administration and liaising with external institutions, agencies or individuals. The Academic Advisor reports to the North Campus Counsellor and Student Services Manager.

DUTIES/RESPONSIBILITIES included, but not limited to:

- Develops education plans for students from culturally diverse backgrounds connecting academic standing to education or career goals while assessing academic and work history, factoring in life, multicultural experience and financial resources

- Provides advice and support for developing processes for application, registration and time-tabling
- Identifies at-risk students, either academically or personally, develops action plans, provides appropriate retention strategies and advocates on behalf of students as required
- Researches and applies detailed knowledge of educational programs, services, and transfer agreements established by Columbia College and other post-secondary institutions for incoming and transfer students.
- Provides advice and support to the College's recruitment, conversion and retention activities
- Develops, promotes and presents orientations and workshops
- Establishes and maintains liaison and referral services with educational institutions, professional and community organizations, and other Columbia College departments.
- Responds to various internal requests from instructors and administration regarding new programs, courses, and institutional policies
- Prepares information and maintains updated records in accordance with Columbia College and the Ministry of Education policies and expectations
- Participates in Orientation and Registration
- Communicates and updates parents/guardians of minors.

QUALIFICATIONS:

- Bachelor's degree and Professional degree/Diploma (PDP/BEd/Independent Certificate) is preferred
- Prior secondary or post-secondary teaching and/or academic advising experience
- Excellent communication skills, ability to communicate effectively in written and spoken English
- Ability to relate to diverse faculty, staff, and student population
- The advisor should be conscientious, self-motivated, and possess strong initiative
- Excellent customer service skills
- Effective time management skills
- Quick learner and adapts to change well
- Must be able to work effectively independently and as team-player with a diverse group of staff and students
- Knowledge of Microsoft Office and ERP systems

Salary:

Columbia College offers a competitive salary based on qualifications and experience. This position's starting gross salary range, **working 28 hours a week**, is **\$44,993.28 - \$48,029.25**, subject to experience.

All Columbia College employees are covered by the Columbia College Employment Agreement, which includes full benefits, a generous RRSP plan, and vacation once confirmed.

How to Apply:

Please submit your application, including cover letter and resume, through our portal <https://www.myavanti.ca/CareersAtColumbiaCollege/>

Please note that filling out the entire profile is not mandatory in order to upload the required resume and cover letter on the platform.

Application Deadline: September 30th, 2021

At Columbia College, we foster a culture of equity, diversity and inclusion. The College invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to the further diversification of our Institution.

We thank all applicants for their interest in the position; only those selected for an interview will be contacted.