



Columbia College

Established 1936

Since 1936 Columbia College has offered quality educational programs to prepare students for university admission. These programs include a university transfer program fully integrated into the BC Transfer System and a secondary program certified by the Province of British Columbia. Thousands of Canadian and international students have progressed through Columbia's programs to successful Canadian universities.

Bursary, Resettlement and Scholarship Program Advisor

BACKGROUND AND SUMMARY:

In 2016 the College initiated the 'Syrian Refugee Bursary' program for youth fleeing the crisis in Syria. Since inception, this program has grown to the broader 'Resettlement Bursary Program' and now includes youth with a variety of backgrounds involving forced displacement. In 2019 the College also began sponsoring students with refugee backgrounds through the World University Services Canada (WUSC) program, which entails the College taking on all responsibilities for sponsored students.

This program, and other associated financial aid from the new Institute for Equity and Advancement, have added to the overall number and diversity of students receiving awards, scholarships and bursaries from Columbia College. Based on these growing programs, a review of the WUSC program was done in the fall of 2021 which resulted in a recommendation to increase College staff members dedicated to these programs.

This new role will report to the Director of Student Services, will coordinate and support the administration of scholarships, awards, and bursaries, as well as supports for students in the Resettlement and Student Refugee Programs at Columbia College. For Resettlement and Student Refugee Programs, this role will collaborate with the Recruitment Manager and other departments involved in supporting students with backgrounds in forced displacement.

DUTIES AND RESPONSIBILITIES INCLUDE:

Resettlement Program Coordination

- Collaborate with the Recruitment Manager, Manager of Student Services, Head of Secondary, Counsellors, Accounting, Bookstore, Academic Council (AcBo) and Board of Directors (BoD)/Board of Governors (BoG) to ensure that the program is delivered effectively on campus, including the identification of internal barriers to the effective delivery of the program
- Arrange and Coordinate activities and meetings for the Student Refugee Program Local Committee based on the 4 Pillars of successful Resettlement, including the recruitment and training of student volunteers and Student Leadership Positions (5) for the Local Committee on an ongoing basis
- Arrange and Coordinate awareness and social media campaigns and fundraisers for the Student Refugee Program alongside Local Committee and Student Leadership Positions
- Act as Primary Contact for WUSC Student Refugee Program (SRP) arrivals for first 90 days
- Ensure all necessary paperwork with WUSC, IRCC, and Columbia College is complete for current and future cycles of student sponsorships, and maintain up to date guidelines for the WUSC Local Committee; keep all appropriate records as necessary
- Develop and maintain connections with other BC Post-Secondary Institutions Local Committees and external organizations that support refugee students; Collaborate with the appropriate internal stakeholders on developing new support mechanisms for students in the program; Collaborate with the external organizations to facilitate students' smooth integration into the community as soon as appropriate
- Build an appropriate relationship with the students in the program and monitor their progress for the duration of the program; ensure that students have a successful first year of studies, both personally and academically, and engaging and supporting the Local Committee.
- Ensure that the students are meeting their personal and academic goals, refer to the colleges' resources and/or consult with the supervisor when needed
- Encourage engagement in colleges' academic resources and social activities, and lead the Local Committee in College engagement and outreach activities, and organize additional activities that align with resettlement needs
- When necessary, accompany student to off campus appointments

Administration of Scholarships and Awards

- Support the Scholarship Selection Committee to ensure there are clear selection criteria and rubrik's for College scholarships and awards on an annual basis
- Distribute and share scholarship and bursary opportunities and applications with students
- Work together with the Students Services Manager to raise awareness, and promote, scholarship and award opportunities across the entire College, including external awards and scholarships
- Support the Scholarship Selection Committee to review all applications for scholarships and bursaries and make selections using the appropriate ranking rubriks
- Ensure timely communications with all applicants and recipients for scholarships and awards
- Work with the Student Services Manager to administer and lead semesterly scholarship and award ceremonies

- Work with College committees, and the Executive Director of the Institute for Equity and Advancement in Education, to consider new financial aid and award possibilities for the College

QUALIFICATIONS AND REQUIREMENTS:

Qualifications & Experience:

- Bachelor's Degree in Social Studies, International Studies, Psychology, another relevant field *or* Relevant Lived Experience
- Experience with the BC Post-Secondary education system (with scholarships and awards as an asset)
- Experience in working with immigrants and refugees, particularly youth
- Knowledgeable about migration/settlement/employment information and resources in Metro Vancouver
- Experience in one-on-one settlement service delivery
- Experience with individuals and communities facing cultural adjustment challenges
- Knowledge of anti-oppression, EDI principles, and GBA+ along with their practical applications
- Ability to set and maintain boundaries with clients and manage self-care

Job Skills & Abilities:

- Excellent verbal and written communication skills in English; second language an asset
- Excellent presentation and group facilitation skills
- Excellent interpersonal and active listening skills
- Able to work independently and strong team player
- Able to create, and maintain client records and reports
- Able to develop, promote, deliver and facilitate orientation and settlement-related themed workshops
- Excellent time and resource management skills
- Proficiency in the use of Microsoft Office (Excel, Word, Outlook, Teams) and Communication platforms (Instagram, Facebook, LinkedIn, Canva)
- Share in Columbia College's approach to advance equity and access to education
- Service-oriented team player with a willingness to help the department and the organization achieve desired objectives and targets
- Possession of and the ability to maintain a clear provincial criminal record check
- Physical ability to carry out the duties of the position on and off campus
- Preference for Candidates with a Class 5 BC Drivers' Licence

Salary:

Columbia College offers a competitive salary based on qualifications and experience. The full-time salary range for this position is \$53,707.67 - \$65,746.49, subject to experience.

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 to upload the required resume and cover letter on the platform.

Application Deadline: November 27, 2022

At Columbia College, we foster a culture of equity, diversity, and inclusion. The College invites and encourages applications from all qualified individuals, including groups 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.