

Since 1936, Columbia College has offered quality educational programs, including a University Transfer Program fully integrated into the B.C. Transfer System, an Associate Degree Program certified by the Ministry of Post-Secondary Education and Future Skills, a University Preparatory Program, and a High School Program certified by the Ministry of Education. Thousands of Canadian and international students have progressed through Columbia College's programs to Canadian universities or successful careers.

## **Academic Advisor**

Columbia College is seeking a full-time Academic Advisor to join our Student Services department. The working schedule is **Monday through Friday from 9:00 a.m. to 5:00 p.m. (35 hours per week)**. The job will be performed four days on campus and one day from home.

Start date: **May/June**

### **SUMMARY:**

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

### **DUTIES/RESPONSIBILITIES included, but not limited to:**

- Develop 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.
- Provide advice and support for developing processes for applications, 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 faculty and administration regarding new programs, courses, and institutional policies.
- Supports activities organized by the Student Services team
- Participates in Orientation weeks.

#### **QUALIFICATIONS:**

- Bachelor's degree.
- Two (2) years of related work experience within a post-secondary institution or a similar educational environment.
- Excellent knowledge of secondary and post-secondary regulations and academic requirements.
- Proficient computer skills. Advanced working knowledge of Excel and other Microsoft Office applications.
- Excellent analytical and problem-solving skills and demonstrated attention to detail
- Ability to exercise mature judgment and initiative.
- Outstanding interpersonal and verbal communication skills.
- Excellent organizational skills and written communication skills.

#### **WHAT WE OFFER:**

In addition to working with an inclusive, progressive group of people, we offer a competitive compensation package which includes:

- \$61,839.05 - \$70,184.38 as the starting annual gross salary range, based on full-time hours, qualifications, and relevant experience

- All Columbia College employees are covered by the Columbia College Employment Agreement, including a robust health and dental benefits package, a generous RRSP plan, and vacation.
- Fitness and a Professional Development Allowance after completing full-time hours.

#### **APPLICATION PROCEDURE:**

Please submit your application, including a 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.

For additional information about the application process, please check [Columbia College Application Process](#)

Application Deadline: **May 7, 2024**

The successful candidate must provide two (2) professional references and a clear criminal records check. We encourage applicants to submit applications as soon as possible, as applicants will be reviewed continuously.

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.