

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.

Counselor Manager (Part-time)

Columbia College is seeking a part time Counselor Manager to join our Student Services department. This role requires working 21 hours per week. One of the working days must be a Saturday.

Start date: **May 2024**

SUMMARY:

The Counselor Manager will be the prime driver for planning and coordinating Health and wellness activities, events and student support. The position guides, coaches, and supervises the counselors and nurses. The Counselor Manager provides leadership and strategy for programs and services that facilitate a positive student experience, transition, engagement, and student success at both Columbia College campuses.

The Counselor Manager advises on most aspects of students' academic lives, including program choice, course selection and general vocational choice. The position supports students on the road to college acceptance, enrollment and completion.

The Counselor Manager works to develop partnerships with colleges and universities, as well as other College advising professionals and scholarship providers, to drive Columbia College students' success.

DUTIES/RESPONSIBILITIES include, but not limited to:

Counselor and Nurse Supervision

- Lead Health and Wellness programs by organizing regular meetings and providing supervision as required.
- Provide leadership and guidance to staff in planning and developing case management.
- Lead all Health and Wellness-related events.
- Oversee distribution of counseling appointments and counseling coverage.
- Oversee nurses' hours for MC and NC.
- Identifies H&W program needs and ensures that required policies are followed.

Educational Counseling

- Provide educational counseling for prospective, new and continuing students.
- Assist in the articulation process, which assures a smooth transfer of high school students into the University Transfer Program and appropriate transition of the Associate Degree students into university.
- Assist students in the development of their educational plans and goals.
- Serve as liaison counselor to universities.
- Serve as liaison to college divisions/departments.
- Participate in the implementation of Student Services Department policies and procedures.
- Employ the knowledge and skills necessary to counsel students about the different College programs and transfer requirements to university institutions.
- Conduct group orientation sessions.
- Provide counseling for students on academic probation.
- Participate in required and scheduled Professional Development Week activities each semester.
- Assist in the planning, developing and implementing programs designed to encourage the success and retention of students.
- Attend and participate in department/division meetings.
- Participate in advisory committee meetings for divisional programs.
- Participate in student orientation and registration. (CAMS?)
- Participate in "drop-in" counseling.
- Cooperate with Faculty in identifying and working with students with special needs.
- Participate in college information and career fairs.

- Works with faculty members and administrators to determine whether or not students have a valid reason(s) to be withdrawn without penalty from individual classes or an entire semester; communicates these decisions to other offices in the College.
- Receives and investigates reports from faculty members regarding students with excessive absences, poor academic performance and failure to attend class.

Personal Counseling

- Accept referrals from teaching Faculty and other college personnel.
- Confer with teaching faculty regarding individual students when appropriate.
- Competent and able to identify when to refer a student to external support services.

Evaluation

- Participate in the evaluation of counseling services and programs.
- Participate in evaluating equipment, supplies, tests, and other materials used on the job.
- Participate in the follow-up of students relative to educational goals.

Professional Development

- Continue to develop professional skills and knowledge.
- Attend/participate in professional skills and knowledge.
- Participate in planning, developing and implementing staff development programs.

Professional Responsibilities

- Attend commencement ceremonies and convocations.
- Keep official records and collect data required by College policy and administrative procedure.
- Provide recommendations for the purchase of educational, instructional and counseling supplies and equipment.
- Consult with management on division personnel needs; assist with the preparation of position descriptions and serve on interviewing committees as needed.
- Adhere to the counselor's work schedule as defined by the negotiated contract.

QUALIFICATIONS:

- Master's Degree in Counseling.
- Secondary or post-secondary, teaching and/or counseling is considered a plus.

- Excellent communication skills and ability to communicate effectively in written and spoken English.
- Excellent command of **Punjabi, Mandarin, or Spanish is required.**
- Ability to relate to diverse Faculty, staff, and student population.
- The incumbent should be conscientious, self-motivated, and have strong initiative.
- Excellent customer service skills.
- Demonstrated effective leadership and time management skills.
- Quick learner and able to adapt to change quickly.
- Must be able to work effectively independently and as a team player with diverse staff and students.
- Marketing skills and experience are considered an asset.
- Knowledge of Microsoft Office

WHAT WE OFFER:

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

- Part time gross annual salary range is **\$39,638.29 - \$51,635.15**, based on 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 10, 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.