Student Advisor, Fraser International College
Burnaby, British Columbia
Full time, ongoing

Fraser International College is part of a diversified global education provider that offers an extensive range of educational services for students and professionals including university programs, language training, workforce education and student recruitment.

Fraser International College (FIC), in partnership with Simon Fraser University, offers university pathway programs to international students and is based on the campus of Simon Fraser University in Burnaby.

The Student Advisor will be expected to provide support to the Manager Student Services and FIC students

We currently have an opening for a self-motivated, highly organized and capable individual to work as a Student Advisor within our team.

Interested candidates should apply prior to the closing date of August 26, 2014. Applications should be sent to hr@fraseric.ca

The Student Advisor assists the Student Services Coordinator to efficiently and effectively manage operations of the Academic team in the delivery of FIC's teaching, learning and support services, assisting students to engage in the learning community and to develop generic academic skills and strategies for independent, lifelong learning

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Main duties of role include matters dealing with student welfare, course advising, ensuring access to appropriate referral and advocacy services, monitor best practice in Student Advisor roles, assist Student Success Coordinator with preparation of reports on key student issues and other duties.

Essential

- Completion of Post-secondary education
- Minimum of a Bachelor's degree in a related field.
- Understanding of academic expectations and the difficulties faced by students undertaking post-secondary studies, particularly transitional issues with the demonstrated ability to deal with confidential and sensitive matters.
- High-level interpersonal and oral communication skills, with a proven ability to consult and liaise with a wide range of people from culturally diverse backgrounds.
- Demonstrated ability to work with minimal supervision and effectively monitor and coordinate a workload which may consist of multiple tasks of varying priorities.
- Demonstrated ability to work effectively in a team environment and participate equitably in positive and cooperative work.
- Ability to plan, develop, promote, facilitate monitor and evaluate learning programs or events.
- Demonstrated proficiency in the use of the Microsoft Office suite of products, internet and intranet technologies, particularly as they apply to the effective delivery of a student-centered learning experience, and in the compilation, presentation and dissemination of reports and submissions.
- Must be Canadian citizen, permanent resident or in possession of a valid work permit.

- Expected to work flexible hours between 8:00am to 7:00pm Monday to Friday and occasional weekends.

What we offer

An attractive remuneration package will be negotiated with the successful candidate. The Navitas Group offers outstanding long-term career opportunities within Canada and abroad, and is values driven and an equal opportunity employer.

Enquiries and applications, including a cover letter and resume, should be sent to hr@fraseric.ca. Applications close at 5pm on August 26, 2014.

Date Prepared: August 2014

POSITION DESCRIPTION

POSITION TITLE: Student Advisor

FULL OR PART-TIME: Full Time

PERMANENT/CASUAL: Permanent

NO. SUBORDINATE STAFF: Nil

Position Purpose:

The Student Advisor assists the Student Services Coordinator to effectively manage operations of the Academic Team in the delivery of FIC's teaching, learning and support services, assisting students to engage in the learning community and to develop generic academic skills and strategies for independent, lifelong learning.

DUTIES:

1. Assist in all matters associated with holistic student success including welfare, course advice and academic performance support, and ensuring access to appropriate referral and advocacy services.

2. Assist with the implementation of programs and services which promote the well-being of students throughout their studies.

3. Assist in preparation of reports on key student issues such as student progression, student/class performance, and students at risk, with recommendations for improvements in product delivery.

4. Support and promote the College and Navitas' policies and procedures, including equity and health and safety.

5. Assist with the implementation and monitoring of programs and services which assist with the development of study skills, including but not limited to:

- Support tutorials
- Peer tutoring
- Student mentoring

6. Administrative duties associated with the delivery of programs include, but are not limited to

- Student course selection policies and processes
- Academic misconduct/student appeals

- Academic Probation
- Student Orientation / Graduation
- Course/Instructor Evaluation
- Student Satisfaction Survey

7. Monitor best practice in Student Advisor roles.

8. Assist with front desk management.

9. Other projects as directed.

SELECTION CRITERIA:

Essential:

1. Minimum of a Bachelor's degree in related field.
2. Understanding of academic expectations and the difficulties faced by students undertaking post-secondary studies, particularly transitional issues with the demonstrated ability to deal with confidential and sensitive matters.
3. High-level interpersonal and oral communication skills, with a proven ability to consult and liaise with a wide range of people from culturally diverse backgrounds.
4. Demonstrated ability to work with minimal supervision and effectively monitor and coordinate a workload which may consist of multiple tasks of varying priorities.
5. Demonstrated ability to work effectively in a team environment and participate equitably in positive and cooperative work.
6. Ability to plan, develop, promote, facilitate monitor and evaluate learning programs or events.
7. Demonstrated proficiency in the use of the Microsoft Office suite of products, internet and intranet technologies, particularly as they apply to the effective delivery of a student-centred learning experience, and in the compilation, presentation and dissemination of reports and submissions.
8. Must be Canadian citizen, permanent resident or in possession of a valid work permit.
9. Expected to work flexible hours between 8:00am to 7:00pm Monday to Friday and occasional weekends.

Desirable:

1. Experience in a higher education environment.

2. Experience in a multicultural environment.