Student Adviser (Permanent) 0.4 FTE – Competition #S30-18/19 – Maple Creek Program Centre

Reporting to the Manager of Admissions and International, the Student Adviser is responsible for overseeing the intake, advising, retention and student engagement for current and prospective students within the assigned region.

Duties and Responsibilities

Admissions

Advisers work with students for all programs within their assigned region, from the point of application to entry into the program, to ensure that all intake and assessment requirements are completed.

- Assess applications and supporting documentation to ensure the students meet the admission requirements for the program, including knowledge of special admissions and modified mark requirements.
- Undergoes comprehensive intake and assessment processes with incoming students.
- Coordinates information and communication flow to incoming students.
- Assists incoming students to develop career plans and educational goals.

Student Success

Advisers work with students for all programs within their assigned region to ensure their ongoing progress, success and engagement.

- Monitors the ongoing progress of students, as identified.
- Provides students supports including intervention regarding student attendance, progress, financial and behavioral concerns.
- Develops and facilitates study skills, information workshops and other student support activities.

Organizational Responsibilities

Advisers work with the college community in a collaborative environment to advance strategic directions and organizational priorities.

- Train, mentor and provide coverage to other members of student services.
- Some college-wide lead responsibilities may be required in specialized areas.
- Collaborating on college best practices around student services.

Knowledge, Skills, Abilities, and Education

Minimum education and experience required for this position include:

- a Bachelor's Degree in a related field;
- a minimum of two years related experience;
- a combination of relevant education and experience may be considered.

For additional information on this competition, please contact Kristy Sletten, Manager of Admissions & International at (306) 778-5460.

Send resume and cover letter, quoting competition #S30-18/19 by June 21, 2019 to:
Great Plains College
Swift Current Campus129 2nd Ave NE
Swift Current, SK S9H 2C6
Fax: (306)773-2384
Email: gpchr@greatplainscollege.ca

The successful applicant will be required to complete a criminal background check that is satisfactory to Great Plains College