

## **Position Summary**

Reporting to the Director of Communications, 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.
- Oversees the awarding of all scholarships for entering students, including scholarship calculations.
- Assists incoming students to develop career plans and educational goals.
- Advises students of funding options related to educational plans including information and processing of PTA, student loans and other funding sources.
- Coordinates with funding agencies to ensure appropriate student financial supports are in place.
- Identifies, utilizes and interprets a variety of assessment tools, including those which evaluate learning styles, personality, interests, values and aptitudes of learners.
- Maintain records of student meetings, planning and interaction.
- Tracks wait lists, interest lists, and other information as required.
- Assists prospective and current students in accessing educational and career opportunities; including referrals to other providers and agencies.

### **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.
- Provides support and connects students to referral networks for career counseling, job information, crisis intervention, personal counseling, health services and other relevant agencies.
- Develops a working knowledge of specialized areas such as students with disabilities, international students, and specialized student groups.

- Supports student transition to workplace.
- Researches and maintains educational and career information and resources.
- Coordinates student orientation.
- Assists with student events; including student association, graduation and scholarship receptions.

### **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.
- Assist with career fairs, in-school visits and other recruitment and marketing related activities, as needed.
- Participate on provincial committees related to student services, as assigned.
- Utilize OCSM to access student information.

Regular travel mainly within the province will be required; a valid Sask Driver's License is required.

### **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.

Education or relevant experience should provide knowledge of academic advising, career planning, group facilitation, adult teaching/learning processes, testing and assessment, disabilities, the post-secondary education system and oral/written communications.

Solid working knowledge of business computer applications including MS Word, Outlook, Excel and PowerPoint is required.