



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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# Job Board Posting



Careers.Indigenous.Link

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## ACADEMIC ADVISOR

<b>Job ID</b>	<b>63348-8705</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=63348-8705">https://careers.indigenous.link/viewjob?jobname=63348-8705</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2024-06-28	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

The Office of the Associate Dean (Undergraduate Studies) supports nearly 5,000 undergraduate students registered in programs offered by 12 academic units. The Office of the Associate Dean (Undergraduate Studies) handles the admission, academic advising, enrollment and reviewing of all undergraduate students in the Faculty of Social Sciences. It is also the home for the Career & Experiential Education initiatives offered by the Faculty of Social Sciences to our students including the coordination of course placements, internships, and career preparation opportunities. Job Summary: The Academic Advisor provides accurate and informed academic advice to students. Responsible for recruiting academically strong students, assessing admission applications, and scrutinizing and approving registrations for a large, multi-disciplinary Faculty. Purpose and Key Functions:

- Advise registered students of program options and requirements which requires maintaining knowledge of course and program curriculum.
- Make independent admission decisions for applicants to University programs based on established requirements, requisites, University guidelines, and enrolment numbers.
- Recommend students who do not meet requirements to Faculty Review Committee and provide sufficient information to warrant a consideration for acceptance.
- Provide guidance and information to students regarding appropriate procedures and policies for the submission of Petitions for Special Consideration, Senate Student Appeals, and other processes.
- Develop customized strategies to assist students who are not academically eligible to continue in their program.
- Assess the student's academic, career, and personal stage of development and promote student growth by determining suitable developmental tasks.
- Conduct formal reviews and evaluations of students' academic records to ensure eligibility to continue and to graduate from a program.
- Create, modify, and maintain accurate master and customized degree audits to reflect current and past degree requirements.
- Produce list and ensure accuracy of eligible graduates for each convocation.
- Review, assess, and make judgment decisions regarding requests for the accommodation for missed academic work.
- Review and rank supplementary applications for the purpose of applicant selection.
- Counsel students to ensure they understand that course and program selections adhere to established academic, prerequisite, and graduation requirements.
- Evaluate transcripts of students requesting transfer from other academic institutions for equivalencies and applications to degree programs.
- Assess the legitimacy of claims for additional transfer credits made by applicants from a wide range of national and international educational institutions.
- Liaise with faculty and staff to advocate on behalf of students.
- Develop and implement an integrated recruitment plan, and represent the faculty at various events including, but not limited to, information sessions and fairs.
- Act as a resource to Chairs, Associate Chairs and faculty members on all matters related to undergraduate education, students, and issues where precedents and best practices are relevant.
- Assess student priority for limited registration in courses and provide suitable alternatives if degree requirements

cannot be met because of lack of availability.

- Make independent judgment decisions to provide students with access to courses and programs and complete necessary follow-up using various in-house and web-based computer systems and tools.
  - Coordinate grade submissions, authorize grade changes, and maintain accurate records for Faculty-based courses.
  - Write a variety of documents including, but not limited to, correspondence, meeting minutes, forms, professional accreditation certification, certifications letters, and guidelines.
  - Prepare various standardized reports as required.
  - Develop and present academic advising and registration sessions to new students.
  - Schedule, plan, and coordinate events such as, supplementary application review sessions, examinations, University fairs, and course conferences.
  - Respond to inquiries regarding programs, admissions, course selection, registration, and correspond with faculty and other University departments regarding curriculum requirements.
  - Refer students to appropriate resources, information, and services across the University.
  - Select, train, and prepare students and staff who participate in recruitment events to ensure that potential applicants are accurately informed of program options and admission criteria.
  - Provide information for the development of recruitment publications.
  - Contribute in the selection of vendors for the development and production of promotional and recruitment materials for the program.
  - Scrutinize documents such as the University Calendar for changes.
  - Mediate extensions, accommodations, and exam deferrals on behalf of the student where there are extenuating circumstances.
  - Review and process requests for Letters of Permission permitting students to complete appropriate courses at other universities.
  - Provide input and work collaboratively with staff from the Office of the Registrar and other Faculties for on-going system and database improvements, implementation, and development.
  - Deal sensitively, responsibly, and calmly with students who present with serious medical, social, and psychological issues, and refer to appropriate care.
  - Collaborate with others to develop academic plans for students with identified disabilities and advise on appropriate course selection, load, and request for accommodation.
  - Review other university programs and accreditations in order to provide comparisons upon student inquiries.
  - Gather and calculate necessary information including sessional and grade point averages, and enrolment statistics.
  - Assemble and collate packages, course outlines, and departmental mailings.
  - Maintain accurate student records and ensure academic advising sessions are properly documented for legal purposes.
  - Maintain electronic and hardcopy filing system of student records.
  - Update, maintain, and verify database information.
  - Determine appropriate information for registered and potential students to be included on the program's website and ensure commonly used online forms are correct and up to date.
- Remain current with national and international secondary school curriculums to ensure admission requirements are met by applicants.

#### Assets:

- Excellent interpersonal and communication (oral and written) skills.
- Strong analytical and problem-solving skills to be able to deal with students in difficulty, high risk students, or students dealing with medical, psychological, or compassionate issues that are affecting their abilities to complete academic responsibilities.
- Creative and innovative thinker, who seeks out student interests and goals, and able to deliver advice and information in all delivery methods (e.g. face-to-face, phone, email, web, and virtual (MS Teams or Zoom)).
- Service-oriented candidate must possess the ability to work with a diverse community, including students, staff, and faculty.
- Experience supporting a diverse population of students with varied interests and academic backgrounds.

- Demonstrated experience creating and delivering presentations in various formats including live in-person, virtual, or recorded formats.
- Excellent time-management skills, including experience in managing multiple competing priorities and an ability to adapt quickly to emerging priorities.
- Self-directed with proven organizational skills and ability to prioritize a heavy workload, manage initiatives to completion, and meet deadlines in a busy, high-pressure, and time-sensitive environment.
- Excellent computing skills, proficient with MS Word, Excel, PowerPoint, and web-based tools in a highly digitized environment.
- Proven experience using and interpreting Mosaic system including the Student Records system, Admissions system, and academic advisement.
- Previous experience editing content for publications and web sites
- Experience participating in student recruitment activities.
- Ability to engage in ongoing assessment and development of self and the advising practice.

Supervision:

- Ongoing responsibility for supervising up to 9 casual employees at any one time.

Thorough knowledge of the General Academic Regulations, Faculty of Social Sciences undergraduate admission and program requirements, advisement reports, and undergraduate enrolment management processes are an asset. Additional Information: Preference will be given to candidates with experience working in an undergraduate academic setting at a post-secondary institution.

Preferred start date is August 6th, 2024.

For more information, visit McMaster University for ACADEMIC ADVISOR