



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

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

Academic Advisor - School Of Education // Conseiller.ère Académique - École D'éducation

Job ID 06-62-7D-17-77-01
Web Address <https://careers.indigenous.link/viewjob?jobname=06-62-7D-17-77-01>
Company Bishop's University / Université Bishop's
Location Sherbrooke, Quebec
Date Posted From: 2021-11-19 To: 2022-05-18
Job Type: Full-time Category: Education
Job Start Date As soon as possible / dès que possible
Job Salary Class 13 - From/de 27.42 To/À \$35.76 Per Hour/de L'heure à€ Unionized
Position/ Poste Syndiqué Position/ Poste Syndiqué
Languages Fluent In (both) Written And Spoken English & French / Maîtrise De L'anglais Et Français (oral Et Écrit)

Description

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishop's University is seeking an Academic Advisor for a regular full-time position in the School of Education. Reporting to the Dean of Education, the incumbent is responsible for providing guidance and assistance to Education Students by helping them navigate the Academic Calendar and University regulations in order to make informed decisions concerning their program. This position has a workweek of 35 hours from Monday to Friday with occasional evenings and weekends required.

Nature of duties and responsibilities

- â€¢ Assist students in investigating different programs, concentrations, certificates, and courses at both the undergraduate and graduate levels offered in the School of Education;
- â€¢ Assist students who are considering adding, dropping, and withdrawing from courses by providing them with information about alternatives, limitations and possible consequences;
- â€¢ Refer students to the appropriate person for specific academic questions relating to their program of study or their practicum;
- â€¢ Refer students to other services on campus to meet their individual needs (e.g. mental health, financial concerns, time management, career options) when required;
- â€¢ Inform students about requirements for admission, transfer, graduation, teaching licensing, etc;
- â€¢ Inform students about requirements for practica placement and completion;
- â€¢ Work with departmental Chair and Practice Teaching Office to develop and/ or update advising sheets for each degree and program in Education;
- â€¢ Develop and maintain a good understanding of the Academic Calendar and University regulations;
- â€¢ Develop documents and procedures concerning the understanding of best practices in academic advising, and share this understanding with other individuals participating in academic advising as requested;
- â€¢ Integrate practices and technology aimed at improving student advising services;
- â€¢ Develop and maintain operating procedures that minimize the likelihood and impact of advising errors;
- â€¢ Disseminate Education program information to potential and current students in individual or group sessions;
- â€¢ Provide relevant information to the Dean, Department Chair, the Graduate Program Coordinator, and the Practice Teaching Office for administrative and academic standing decisions;
- â€¢ With guidance from the Registrar and the Academic Deans, and in collaboration with other Academic Advisors, help develop an Academic Advising website;
- â€¢ Collaborate with other Academic Advisors in the performance of these tasks;
- â€¢ Other tasks as assigned.

Les Ã©noncÃ©s suivants sont destinÃ©s Ã dÃ©crire la nature et le niveau de travail gÃ©nÃ©ral. Ils ne reprÃ©sentent pas une liste exhaustive de toutes les responsabilitÃ©s, tÃ¢ches et aptitudes requises.

L'UniversitÃ© Bishop's recherche un Conseiller.Ã©re AcadÃ©mique pour un poste rÃ©gulier Ã temps plein Ã l'Ã©cole d'Ã©ducation. Se rapportant au ou Ã la Doyen.ne de l'Ã©cole d'Ã©ducation, le titulaire est responsable de fournir des conseils et une assistance aux Ã©tudiants en Ã©ducation en les aidant Ã naviguer dans le calendrier acadÃ©mique et les rÃ©gllements de l'UniversitÃ© afin de prendre des dÃ©cisions Ã©clairÃ©es concernant leur programme. La semaine de travail est de 35 heures, du lundi au vendredi avec des soirÃ©es et fins de semaine occasionnelles.

Nature des tÃ¢ches

- â€¢ Assister les Ã©tudiants dans leurs recherches concernant les divers programmes, concentrations, certificats et cours offerts par l'Ã©cole d'Ã©ducation que ce soit au 1er cycle ou cycle supÃ©rieur ;
- â€¢ Supporter les Ã©tudiants qui envisagent ajouter, abandonner et/ou retirer des cours en leur fournissant des informations sur les alternatives, limites et consÃ©quences possibles ;
- â€¢ RÃ©fÃ©rer les Ã©tudiants Ã la personne appropriÃ©e concernant des questions acadÃ©miques spÃ©cifiques relatives Ã leur programme d'Ã©tudes ou stages ;
- â€¢ Orienter les Ã©tudiants vers d'autres services sur le campus pouvant rÃ©pondre Ã leurs besoins individuels (ex : santÃ© mentale, problÃ©mes financiers, gestion du temps, choix de carriÃ©re), au besoin ;
- â€¢ Informer les Ã©tudiants sur les conditions d'admission, de transfert et d'obtention de diplÃ´me, enseignement, accrÃ©ditation, etc. ;
- â€¢ Informer les Ã©tudiants des exigences relatives au placement et Ã la rÃ©alisation des stages ;
- â€¢ Travailler avec les directeurs de dÃ©partement pour dÃ©velopper et/ou mettre Ã jour des fiches conseils pour chaque diplÃ´me et programme en Ã©ducation ;
- â€¢ DÃ©velopper et maintenir une bonne comprÃ©hension du calendrier acadÃ©mique et des rÃ©gllements universitaires ;
- â€¢ Ã©laborer des documents et procÃ©dures concernant la comprÃ©hension des meilleures pratiques en matiÃ©re de conseils acadÃ©mique et partager cette comprÃ©hension avec d'autres individus impliquÃ©s dans le conseil acadÃ©mique lorsque demandÃ© ;
- â€¢ IntÃ©grer des pratiques et des technologies visant Ã amÃ©liorer les services conseils aux Ã©tudiants ;
- â€¢ Ã©laborer et maintenir des procÃ©dures d'opÃ©ration qui minimisent la probabilitÃ© et l'impact des erreurs de conseil ;
- â€¢ Diffuser des informations sur les programmes d'Ã©ducation aux Ã©tudiants potentiels et actuels lors de session individuelles et/ou de groupes ;
- â€¢ Fournir des informations pertinentes au ou Ã la Doyen.ne et aux Directeurs de dÃ©partments, Coordonnateur.trice du programme d'Ã©tudes et bureaux de la formation pratique en enseignement concernant les dÃ©cisions administratives et acadÃ©miques ;
- â€¢ Avec l'aide du Registraire et des Doyen.ne.s AcadÃ©mique, et en collaboration avec d'autres Conseiller.Ã©re.s AcadÃ©mique, contribuer au dÃ©veloppement d'un site web pour le conseil acadÃ©mique ;
- â€¢ Collaborer avec d'autres Conseiller.Ã©re.s AcadÃ©mique dans l'exÃ©cution de ces tÃ¢ches ;
- â€¢ Effectuer toutes autres tÃ¢ches ou responsabilitÃ©s selon les besoins.

Experience

3 to 5 years of similar / pertinent experience / 3 Ã 5 ans d'expÃ©rience similaire/pertinente

Education Requirements

Bachelor's Degree / BaccalaurÃ©at

Additional Skills

- â€¢ Excellent verbal and written communication skills in both English and French;
- â€¢ Demonstrated experience working with and supporting a diverse student population;
- â€¢ A good understanding of academic operations as well as knowledge of Bishop's School of Education programs;
- â€¢ Demonstrated listening, coaching, and facilitation skills;
- â€¢ Ability to work collaboratively within a team environment;
- â€¢ Strong organizational ability with close attention to details;
- â€¢ Advanced proficiency with Powerpoint, Word, Excel, and Outlook.

- Maîtrise de l'anglais et du français ;
- Bonne expérience de travail auprès et en soutien à une population étudiante diversifiée ;
- Une bonne compréhension du système académique ainsi qu'une bonne connaissance des programmes offerts à Bishop's au niveau du cycle d'éducation ;
- Grande capacité d'écoute et aptitudes en coaching et en animation ;
- Capacité à travailler en collaboration dans un environnement de travail d'équipe ;
- Excellent sens de l'organisation et souci du détail ;
- Niveau avancé de la suite Microsoft Office : : PowerPoint, Word, Excel et Outlook.

Other

Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies. The University welcomes applicants who are committed to upholding the values of equity, diversity and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons living with disabilities, women and LGBTQ2S+ persons.

L'Université Bishop's applique un programme d'accès à l'emploi issu de la Loi sur l'accès à l'emploi des organismes publics. L'université accueille les candidat.e.s qui s'engagent à respecter les valeurs d'équité, de diversité et d'inclusion et qui nous aideront à accroître notre capacité en matière de diversité et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement défavorisés et marginalisés, notamment les peuples autochtones, les membres des minorités visibles et ethniques, les personnes handicapées, les femmes et les personnes LGBTQ2S+.

How to Apply

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by November 28, 2021 before 4:00 pm to careers@ubishops.ca.

Per the Collective Agreement, priority will be given to qualified internal applicants. Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact careers@ubishops.ca

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez ici le 28 novembre 2021, 16 :00 à careers@ubishops.ca

Tel que prévu à la Convention Collective, la priorité sera accordée à un.e candidat.e interne qualifié.e. Veuillez noter que seules les personnes retenues pour une entrevue seront contactées, et que des tests de sélection peuvent être administrés ; merci pour l'intérêt manifesté. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapées afin de répondre aux besoins en prévenant et en éliminant les obstacles à l'accessibilité. Si vous n'avez pas de mesures d'adaptation pour participer en tant que candidat.e dans le processus de recrutement, veuillez contacter careers@ubishops.ca