



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

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

Academic Advisor – Division Of Arts / Conseiller.ère Académique – Division Des Arts

Job ID 24-71-A9-59-BB-32

Web Address

<https://careers.indigenous.link/viewjob?jobname=24-71-A9-59-BB-32>

Company Bishop's University

Location Sherbrooke, Quebec

Date Posted From: 2021-05-27 To: 2021-11-23

Job Type: Full-time Category: Office

Job Salary Classe 13: 26.88\$ To/À 35.06\$ Per Hour/de L'heure (APBU
â€“ Unionized Position/poste SyndiquÃ©)

Languages Excellent Verbal And Written Communication Skills
English&French/Excellentes CompÃ©tences(parlÃ© & Ã©crit) Anglais/FranÃ§ais

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 Division of Arts. Reporting to the Dean of Arts, the incumbent is responsible for providing guidance and assistance to Arts 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 & Responsibilities:

- Assist students in investigating different programs, concentrations, certificates, and courses offered in the Division of Arts;
- Assist students who are considering adding, dropping, and withdrawing from courses by providing them with information about alternatives, limitations and possible consequences;
- Refer students to the appropriate Chair for specific academic questions relating to their program of study;
- Refer students to other services on campus to meet their individual needs (e.g. mental health, financial concerns, time management, career options) when required;
- Inform students about requirements for admission, transfer, graduation;
- Work with departmental and program Chairs to develop and/ or update advising sheets for each degree and program in Arts;
- Develop and maintain a good understanding of the Academic Calendar and University regulations;
- 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;
- Integrate practices and technology aimed at improving student advising services;

- Develop and maintain operating procedures that minimize the likelihood and impact of advising errors;
- Disseminate Arts program information to potential and current students in individual or group sessions;
- Provide relevant information to the Dean and the Department Chairs for administrative and academic standing decisions;
- With guidance from the Registrar and the Academic Deans, and in collaboration with other Academic Advisors, help develop an Academic Advising website;
- Collaborate with other Academic Advisors in the performance of these tasks;
- 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 recherche un Conseiller.Ã©re AcadÃ©mique pour un poste rÃ©gulier Ã temps plein dans la division des Arts. Se rapportant Ã la Doyenne des Arts, le titulaire est responsable de fournir des conseils et une assistance aux Ã©tudiants en Arts 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:

- Assister les Ã©tudiants dans leurs recherches concernant les divers programmes, concentrations, certificats et cours offerts par la division des Arts;
- 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;
- RÃ©fÃ©rer les Ã©tudiants au directeur de programme appropriÃ© concernant des questions acadÃ©miques spÃ©cifiques relatives Ã leur programme d'Ã©tudes;
- 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;
- Informers les Ã©tudiants sur les conditions d'admission, de transfert et d'obtention de diplÃ©me;
- Travailler avec les directeurs de dÃ©partement et de programme pour dÃ©velopper et/ou mettre Ã jour des fiches conseils pour chaque diplÃ©me et programme en Arts;
- DÃ©velopper et maintenir une bonne comprÃ©hension du calendrier acadÃ©mique et des rÃ©gllements universitaires;
- 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©;
- IntÃ©grer des pratiques et des technologies visant Ã amÃ©liorer les services conseils aux Ã©tudiants;
- Ã©laborer et maintenir des procÃ©dures d'opÃ©ration qui minimisent la probabilitÃ© et l'impact des erreurs de conseil;
- Diffuser des informations sur les programmes d'Arts aux Ã©tudiants potentiels et actuels lors

de session individuelles et/ou de groupes;

- Fournir des informations pertinentes à la Doyenne et aux directeurs de programmes concernant les décisions administratives et académiques;
- Avec l'aide du Registraire et des Doyens Académique, et en collaboration avec autres Conseillers Académique, développer un site web pour le conseil académique;
- Collaborer avec d'autres Conseillers Académique dans l'exécution de ces tâches;
- Toutes autres tâches ou responsabilités selon les besoins.

Experience

- 3 to 5 years of similar / pertinent experience;
- Demonstrated experience working with and supporting a diverse student population.

-3 à 5 ans d'expérience similaire/pertinente;

-Bonne expérience de travail en soutient à une population étudiante.

Education Requirements

Bachelor's Degree / Baccalauréat

Essential Skills

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

-Excellentes compétences en communication (verbale et écrite) en anglais et en français;

-Une bonne compréhension du système académique ainsi qu'une bonne connaissance des programmes offerts à Bishop's en Arts et Sciences;

-Excellentes capacités en écoute et aptitudes en coaching et en animation;

-Capacité à travailler en collaboration et dans un environnement de travail en équipe;

-Forte capacité organisationnelle avec une grande attention aux détails;

-Compétences avancées avec la suite 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 and 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 with disabilities, women and LGBTQ2+.

L'Université Bishop's applique un programme d'accès égal en emploi issu de la Loi sur l'accès égal en emplois des organismes publics et accueille les candidats 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

d'Ã©favorisÃ©s et marginalisÃ©s, notamment les peuples autochtones, les membres des minoritÃ©s visibles et ethniques, les personnes handicapÃ©es, les femmes et les personnes LGBTQ2+.

How to Apply

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by June 13th 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@bishops.ca

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de prÃ©sentation, en indiquant pour quel poste vous appliquez dÃ©ci le 13 juin 2021, 16 :00 Ã careers@ubishops.ca

Tel que prÃ©vu Ã la Convention Collective, prioritÃ© sera accordÃ©e Ã un candidat interne qualifiÃ©. Veuillez noter que seules les personnes retenues pour une entrevue seront contactÃ©es, et que des tests de sÃ©lection peuvent Ãatre administrÃ©s ; merci pour lâ€™intÃ©rÃªt manifestÃ©. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapÃ©es afin de rÃ©pondre aux besoins en prÃ©venant et en Ã©liminant les obstacles Ã lâ€™accessibilitÃ©. Si vous nÃ©cessitez de mesures d'adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter careers@bishops.ca