



# 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.Link's 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

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## ACADEMIC PROGRAM ADVISOR - MATHEMATICS AND STATIST

<b>Job ID</b>	<b>49147-9410</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=49147-9410">https://careers.indigenous.link/viewjob?jobname=49147-9410</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2022-09-27	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

**Unit Description:**The Department of Mathematics and Statistics is a large department in the Faculty of Science, we are seeking an Academic Program Advisor to support our undergraduate programs. This role is the first point of contact for the department and is responsible for providing undergraduate students with accurate and concise academic information. The Academic Program Advisor also provides administrative support for the undergraduate functions of the department.**Job Summary:**Responsible for providing academic advice at a program or department level which requires a thorough knowledge of program or department regulations as it pertains to course and program requirements. Also responsible for providing administrative support for a program or department.**Purpose and Key Functions:**

- Identify and analyze problems with the program and prepare recommendations for review and approval.
- Collect, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
- Advise registered and prospective students of program options and requirements which requires maintaining knowledge of course and program curriculum.
- Ensure that students understand that all course and program selections adhere to established academic, prerequisite, and graduation requirements for the program.
- Assess student priority for limited registration in courses and provide suitable alternatives to meet degree requirements.
- Provide students with information regarding program policies and information about program requirements.
- Review, evaluate, and provide recommendations on applications to ensure students are eligible to transfer into, continue in, and graduate from the program.
- Investigate questions and resolve problems concerning program, curricula, and admissions.
- Act as a mediator between faculty and students when dealing with various issues such as special accommodations, scheduling conflicts, and grades.
- Gather and compile information required for a variety of documents and reports such as program accreditation, enrolment, and degree audits.
- Write a variety of documents such as correspondence, reports, and procedure manuals.
- Contribute to the development of student surveys and disseminate surveys to applicable groups.
- Review applications for a variety of scholarship competitions and ensure they contain the required information and meet the defined eligibility requirements.
- Notify applicants of the status of their application.
- Review applications and provide comments and recommendations to the selection committee for their consideration and approval.
- Monitor budgets and reconcile accounts. Complete financial forms including travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Develop marketing and advertising brochures for a variety of purposes, functions, and events.
- Promote the program to visitors and representatives both internal and external to the University.
- Represent the program at various recruitment events.
- Create content for the program website. Update information and maintain the website.
- Plan and coordinate a variety of departmental events and activities.
- Prepare and work in consultation with faculty and staff to coordinate the program timetable. Ensure that there are no conflicts with student timetables and work with the Office of the Registrar to resolve course conflicts.
- Update and maintain information in a variety of databases and spreadsheets.

### Requirements:

- 3 year Community College diploma in Office Administration or related field.
- Requires 3 years of relevant experience.

**Assets:**Experience in an academic office.

For more information, visit McMaster University for ACADEMIC PROGRAM ADVISOR - MATHEMATICS AND STATIST