



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce Canadian Indigenous Job Seekers to a new approach to job searching. 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 Canadian Indigenous Peoples 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
17 – 2595 Main Street
Winnipeg, MB R2V 4W3
Subsidiary Offices:

Kenora • Midland • Ottawa • London • Sandy Lake • Winnipeg

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2021/06/13

Academic Advisor – Division Of Science / Conseiller.Àre AcadÀ©mique – Division Des Sciences

Job ID	F7-E3-F3-91-91-70
Web Address	https://careers.indigenous.link/viewjob?jobname=F7-E3-F3-91-91-70
Company	Bishop's University
Location	Sherbrooke, Quebec
Date Posted	From: 2021-05-27 To: 2021-11-23
Job	Type: Full-time Category: Office
Languages	Excellent Communication Skills In Both English And French/ Excellentes CompÀ©tences En Anglais Et FranÀ§ais (parlÀ©crit)

Description

Bishop's University is seeking an Academic Advisor – Division of Science for a regular full-time position in the Division of Science. Reporting to the Dean of Science, the incumbent is responsible to provide guidance and assistance to Science 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, and courses offered in the Division of Science;
- 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 Science;
- 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 Science 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.

L'Universit  Bishop's recherche un Conseiller.Àre AcadÀ©mique pour un poste r gulier   temps plein dans la division des Sciences. Se rapportant   la Doyenne des Sciences, le titulaire est responsable de fournir des conseils et une assistance aux  tudiants en Sciences en les aidant   naviguer dans le calendrier acadÀ©mique et les r glements de l'Universit  afin de prendre des d cisions  clair es concernant leur programme. La semaine de travail est de 35 heures, du lundi au vendredi avec des soir es et fins de semaine occasionnelles.

Nature des t ches:

- Assister les  tudiants dans leurs recherches concernant les divers programmes, concentrations, certificats et cours offerts par la division des Sciences;
- Supporter les  tudiants qui envisagent ajouter, abandonner et/ou retirer des cours en leur fournissant des informations sur les alternatives, limites et cons quences possibles;
- R f rer les  tudiants au directeur de programme appropri  concernant des questions acadÀ©miques sp cifiques relatives   leur programme d' tudes;
- Orienter les  tudiants vers d'autres services sur le campus pouvant r pondre   leurs besoins individuels (ex : sant  mentale, probl mes financiers, gestion du temps, choix de carri re), au besoin;
- Informier les  tudiants sur les conditions d'admission, de transfert et d'obtention de dipl me;
- Travailler avec les directeurs de d partement et de programme pour d velopper et/ou mettre   jour des fiches conseils pour chaque dipl me et programme en Sciences;
- D velopper et maintenir une bonne compr hension du calendrier acadÀ©mique et des r glements universitaires;
-  laborer des documents et proc dures concernant la compr hension des meilleures pratiques en mati re de conseils acadÀ©mique et partager cette compr hension avec d'autres individus impliqu s dans le conseil acadÀ©mique lorsque demand ;
- Int grer des pratiques et des technologies visant   am liorer les services conseils aux  tudiants;
-  laborer et maintenir des proc dures d'op ration qui minimisent la probabilit  et l'impact des erreurs de conseil;
- Diffuser des informations sur les programmes de Sciences aux  tudiants potentiels et actuels lors de session individuelles et/ou de groupes;
- Fournir des informations pertinentes   la Doyenne et aux directeurs de programmes concernant les d cisions administratives et acadÀ©miques;

-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 à l'emploi issu de la Loi sur l'accès à l'emploi en 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 défavorisés et marginalisés, notamment les peuples autochtones, les membres des minorités visibles et ethniques, les personnes handicapées, 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 présentation, en indiquant pour quel poste vous appliquez d'ici le 13 juin 2021, 16 :00 à careers@ubishops.ca

Tel que prévu à la Convention Collective, priorité sera accordée à un candidat interne qualifié. 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 nécessitez de mesures d'adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter careers@bishops.ca