



PROVIDENCE

UC ACADEMIC ADVISOR ACCESSIBILITY AND CAREER RESOURCING

For nearly a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

POSITION OVERVIEW

Reporting to the Vice President of Student Life the UC Academic Advisor (AA) will be responsible for providing and assessing academic advising services, programs, and projects in order to support the academic success, personal development and retention of students enrolled at Providence University College. The AA is responsible for providing advising services to students for all service points including in person, email, phone, web-mediated etc. Additional responsibilities for this position include managing programs in support of Academic Advising, for prospective and new students in secondary schools; overseeing retention activities; using information technology as it relates to Academic Advising and Providence University College. The AA is responsible for accessibility and accommodation services and coordinating career resourcing.

SUMMARY OF DUTIES AND RESPONSIBILITIES

ACADEMIC ADVISING, RETENTION AND DEVELOPMENT

- Assess first year student academic records and histories in order to help students identify academic specializations in line with their personal and career goals. To do this, advisors must be able to probe student interests as many will be undecided in these goals. First year students will be divided between the two academic advisors.
- Contribute to the review of the academic performance of first year undergraduate student records to ensure they meet promotion, continuation, and graduation requirements.
- In partnership with faculty advisor, continue to support students as they progress through their degree.
- Inform students about the requirements for admissions to majors and for degree-completion. All advisors teach students to manage complex information, including how to use the tools available for ongoing degree planning. They evaluate student use of these tools and communication methods about how to use the tools; they investigate and resolve any discrepancies or technical difficulties.



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- Identify students in crisis, either personal or academic, respond to student's struggle in identifying and implementing an appropriate action plan; manage the case to resolution; advise on available academic options and campus supports and services, including referrals to appropriate campus units. Work closely with the Student Life department on highly complex student emergencies.
- Investigate and resolve inquiries from Faculty, Enrollment Services, Counselling Services and other.
- Interpret and apply Providence policy in relation to individual student programs: propose exceptions to policy for individuals.
- Advise prospective Providence students, including those seeking transfer or readmission. Assess transfer credit articulations and provide accurate information regarding registration matters and exemptions from program or department requirements. Contribute to, interpret, and apply Providence admission policies related to undergraduate programs for admission, readmission, and internal transfer.

PROJECTS AND PROGRAMMING

- Assist the AA and the Registrar's Office and Student Life to plan and execute orientation and advising events to improve the undergraduate experience and assist students with the cultural and academic transition to Providence.
- Participate in the development of and delivery of workshops, public information sessions and special events to address general advising and stream-specific information.
- Proactively work to ensure students successfully manage the transition to university life and studies.
- Help evaluate effectiveness of programs and events, and make recommendations for future improvements. Identify areas where programs and services would support and enhance student academic success and engagement.
- Participate in initiatives to provide academic support to specified student groups (e.g. student athletes).

CAREER RESOURCING

- Develop workshops and programming to help students understand how to connect their degrees to the workplace, with a focus on BA programs
- Coordinate and deliver workshops on career skills, such as resume and cover letter writing, interview skills, and networking
- Provide individual career advising and support students in their job searches



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- Reach out to each student (either personally or through the other AA) during their time at Providence to discuss their career goals.

ACCESSIBILITY AND ACCOMMODATIONS

- Receive long-term accessibility and short-term accommodation requests from students via the online form, email, or in-person meetings
- Communicate with students and instructors (and Deans if necessary) to ensure fair accommodation is made
- Receive and maintain documentation from students verifying their need for accommodation
- Review accessibility of the institution as a whole and make suggestions for improvements.
- Keep up to date on accessibility requirements (federal, provincial, etc.) and best practices.
- *These responsibilities are currently in other job descriptions and will be transferred within the first year.

SERVE ON COMMITTEES

- Attend all UC Faculty Council Meetings
- Attend other meetings as necessary

COMPETENCIES

- Professionalism and adherence to ethical standards.
- Articulate a personal philosophy of academic advising.
- Create rapport and build academic advising relationships.
- Effective communication skills to regularly reach out to students and learn their academic needs and goals; communicate in an inclusive and respectful manner.
- Plan and conduct successful advising interactions.
- Promote student understanding of the logic and purpose of the curriculum.
- Facilitate problem solving, decision-making, meaning-making, planning, and goal setting.
- Engage in on-going assessment and development of the advising practice.
- Highly knowledgeable about the career path and degree programs students are pursuing.
- Positive and encouraging attitude to motivate students to succeed and advance in their educational careers.



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EDUCATION & QUALIFICATIONS

- Master's degree in related field or an undergraduate degree and related experience required.
- Minimum three years of related experience preferred.
- Knowledge and understanding of education and degree requirements for students wanting to graduate.
- Understanding of the skills and education necessary for students to enter various professions.
- High level of customer service; collaboration, exceptional work ethic; attention to detail; organizational, problem-solving, and follow-through ability.
- Ability to maintain discretion and confidentiality.
- Proficiency with MS Office and database management experience.
- Excellent oral and written communication skills.

PERSONAL COMMITMENT

- An enthusiastic personal Christian faith commitment.
- A commitment to Christian higher education.
- Support the Providence mission, vision, and values.
- Affirm the Providence Statement of Faith.
- Agree to abide by the Providence Covenant of Community Life.

WORK ARRANGEMENT

- Full-time, 37.5 hours per week.
- In person, Otterburne campus.
- Mostly regular office hours

APPLY

Submit a cover letter and resume by email to:

Angelle Arinobu, Interim Director of Student Life
c/o Marlin Reimer, Director of Human Resources

Email: hr@prov.ca

Start Date: July 2023, preferred



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Consideration of applications will continue until the position is filled. All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents will be given priority. Applications from women and members of underrepresented groups are especially welcome. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.

Further information about Providence University College and Theological Seminary may be found at prov.ca.