



PROVIDENCE

ACADEMIC ADVISOR – PROVIDENCE DOWNTOWN

POSITION OVERVIEW

Reporting to the Associate Director of Student Life, the Academic Adviser (AA) will provide and assess academic advising services, programs, and projects to support the academic success, personal development and retention of international students enrolled at Providence University College Downtown Campus through an intercultural lens. Will work with enrollment services, registrar's office, and academic administration as needed.

SUMMARY OF DUTIES AND RESPONSIBILITIES

ACADEMIC ADVISING, RETENTION AND DEVELOPMENT

- Inform students about the requirements for program continuation and completion.
- Identify students in personal and/or academic crisis; respond to students' 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 with faculty members in running the Early Alert program and other academic support programs.
- Aid students in applying for academic accommodations.
- Explain and assist the students in navigating the Academic appeal process.

PROJECTS AND PROGRAMMING

- Support the spiritual life programming logistics in partnership with the Campus Pastor, including organizing Chapel Service, church visits, and prayer room.
- Manage the academic excellence programming, including Writing Workshops.
- Lead student clubs, including Sports Club.
- Supervise and collaborate with the Student Services Assistant/s (student worker) for Spiritual Life.
- Supervise and collaborate with student volunteers, including Student Council Senior Vice President of Academics, Student Services Volunteers, and Student Club Presidents.
- Collaborate with the Student Services Coordinator in planning and running Orientation sessions.
- Evaluate the effectiveness of programs and events and recommend future improvements. Identify areas where programs and services would support and enhance student academic success and engagement.
- Propose, develop, and deliver new programs and services as appropriate.

ADMINISTRATIVE DUTIES

- Manage assigned staff budget.



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SERVE ON COMMITTEES

- Attend meetings as necessary.

COMPETENCIES

- Intercultural communication and cultural competency skills.
- Positive and encouraging attitude.
- Excellent oral and written communication skills.
- Microsoft Office and database management proficiencies.
- Collaboration and goal orientation.
- Rapport and relationship-building abilities with international students.
- Professionalism and adherence to ethical standards.
- Customer service skills.
- A personal philosophy of academic advising.
- Assessment and development of practices, policies, and programs.
- Problem-solving, decision-making, meaning-making, planning, and goal-setting abilities.
- Understanding of academic integrity through various cultural lenses.
- Strong academic writing skills.
- Teaching and tutoring competencies.
- Ability to craft guides, documents, and other tools.
- Volunteer recruitment and engagement abilities.

EDUCATION & QUALIFICATIONS

- Master's degree in a related field or an undergraduate degree and related experience required.
- TESOL and cultural competency training are highly preferred.
- Minimum three years of related experience preferred.
- Experience working with international students from diverse backgrounds is highly preferred.

PERSONAL COMMITMENT

- An active personal Christian faith commitment.
- A commitment to Christian higher education.
- Alignment with Providence mission, vision, and values.
- Affirm the Providence [Statement of Faith](#)
- Agree to abide by the Providence [Covenant of Community Life](#)

WORK ARRANGEMENT

- Part-time, 20 hours per week (2:30 PM – 6:30 PM, Mondays to Fridays)
- Downtown Campus building/s



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APPLY

Submit a cover letter and resume by email to:

YJ Erkamp-Montalbo, Associate Director of Student Life
c/o Marlin Reimer, Director of Human Resources
Email: hr@prov.ca

Start Date: July 14, 2025, preferred.

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.