



MEMORANDUM

Attached is a posting for a Student Advisor position that is currently available at Carlton Trail College. Applications must be accompanied by an updated resume.

This competition will end on **June 9, 2022**. Applications received on or before that date will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

Human Resources Department
P.O. Box 720
Humboldt, SK S0K 2A0
careers@carltontrailcollege.com
Tel: 306-682-2623
Fax: 306-682-1348

Classification:	Level 7
Position Description:	Attached
Category:	Counselling
Appointment Dates:	July 2022 – July 2023
Hours of Work:	Field. Full Time, Temporary for one year
Location:	Base location TBD To serve the geographic region based on work assignment

POSITION SUMMARY

This position reports to the ABE and Student Services Director and is primarily responsible for providing support services to students and advising the general public through the College. Advisors work with the college community in a collaborative environment to advance strategic directions and organization priorities. Advisors work with students for all programs within their assigned portfolio/region to ensure ongoing progress, engagement, and success.

DUTIES AND RESPONSIBILITIES

- Assess and advises applicants to ensure the students meet the admission requirements of the program, including knowledge of special admissions and modified mark requirements
- Conduct intake and assessment for new admissions, post admission interviews, and community assessments
- Assists individuals to develop short and long-term educational and career plans, using appropriate assessment tools and resources as necessary
- Research and maintain current educational, career and labour market information, and resources
- Assess and address barriers that may prevent learners from successfully participating in or completing programs
- Provide accessibility support for learners who require accommodations for disability
- Advocate, support and effectively collaborate with local, regional and provincial agencies to support learners personal, physical, emotional, financial and cultural wellbeing
- Develop and facilitate career planning, resume and job search, goal setting, etc. workshops
- Assist learners in transition planning and successful transition to further education and employment
- Responsible to educate and support learners on all matters relating to education funding (i.e.: Education Training Incentive, Student Loans, Disability Grant, third party funding)
- Work with Instructional staff to monitor and provide student supports including intervention regarding student attendance, academic progress, financial, learning, and behavioral concerns
- Support other staff and instructors in addressing student issues and concerns
- Maintain and organize all appropriate student related records in a confidential manner
- Participate as part of a multi-disciplinary, multi-agency team in providing necessary wrap-around and holistic student supports
- Provide counselling and crisis intervention support using a client centered, trauma informed, and solutions focused lens
- Provide reports and statistics as directed
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to adapt to changes in the work environment, structure, process requirements, or cultures
- Ability to operate with integrity at all times
- Ability to keep the organization's vision and guiding principles at the forefront of decision making and action
- Demonstrated ability to set high standards for oneself and others and accepting responsibility for all actions
- Demonstrated ability to ensure that all tasks are completed with a high attention to detail, ensuring accuracy
- Demonstrated effective organizational skills and experience in managing multiple projects
- Demonstrated interpersonal skills and the ability to work in a collaborative team setting
- Demonstrated ability to set and follow high ethical standards in dealing with current/prospective learners and partners
- Ability to organize and articulate thoughts, ideas, and concepts, and communicate them in a concise and complete manner
- Demonstrated experience in working with people from equity groups in a cross-cultural setting, and the ability to relate to adult learners and their concerns
- Experience working with First Nations communities, Indigenous groups, and Newcomers to Canada
- Demonstrated proficiency in the use of computer applications and communications technologies

- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisor, co-workers, partners, employers, and students apprised of important developments
- Ability and willingness to perform position duties remotely

EDUCATION

The minimum relevant formal training essential to perform the functions of this position is a Bachelor's degree (preferably Bachelor of Social Work) or equivalent. This education would typically provide knowledge of career coaching, case management and counselling theories, group facilitation, adult learning processes, testing and assessment, accessibility accommodations, and crisis intervention.

EXPERIENCE

- The amount of practical related experience required is a minimum of two years. This experience would typically provide skills in ethical and confidential counselling and support services, group facilitation, time management, organizational skills, oral and written communication, and working as part of a holistic, multi-disciplinary team
- Experience collaborating with internal and external stakeholders to ensure coordination of holistic services
- Proficiency in business software application is required

OTHER REQUIREMENTS

- A valid Class 5 Saskatchewan Driver's License
- Satisfactory Criminal Record Check