



## Temporary Position (1 year)

**Job Title:** Academic Advisor, Undergraduate Studies  
**Administrative Unit:** Office of Admissions, Registrar and Student Services (OARSS)  
**Immediate Supervisor:** Director  
**Work Schedule:** 35 hours per week  
**Hay Points:** 402  
**Revised:** September 2013

### 2014 Salary Scale:

Minimum: \$48,128                      Standard: \$56,621                      Maximum: \$65,115

*This announcement is directed primarily but not exclusively to Canadian citizens and permanent residents of Canada. Saint Paul University encourages applications from all qualified individuals, including women, members of visible and ethnic minorities, native peoples, and persons with disabilities.*

Interested candidates should send their curriculum vitae and cover letter to Human Resources Service at [hr@ustpaul.ca](mailto:hr@ustpaul.ca) by 4 p.m. on Friday, June 5, 2015. **Please indicate the title of the position in the subject line.** We thank all candidates for applying. We will contact only candidates selected for further consideration.

## Job Description

### Summary of Duties

Under the supervision of the Director, the Academic Advisor, Undergraduate Studies is responsible for the following procedures:

1. Managing the registration process.
2. Managing registration records, academic records, and evaluations of student standing.
3. Monitoring undergraduate enrolment quotas.
4. Preparing student lists for convocation ceremonies.
5. Preparing background material for student exchanges (national and international).

The incumbent also advises and assists students in selecting their study program and courses, and informs them about the policies and services available at Saint Paul University (SPU) to support their transition to the university environment, their educational progress and their academic success. As part of the services promoting student engagement and retention, the incumbent identifies at-risk students and provides follow-up by advising them appropriately and referring them to the University's academic success services.

The Academic Advisor, Undergraduate Studies participates in orientation, promotion and recruitment activities. In the absence of the Academic Advisor, Graduate Studies, he/she ensures the continuity of services to students.

## **Key Responsibilities**

### **A. *School Management: Priority* (60%)**

1. Manages the undergraduate registration and course selection process. Coaches students on making registration choices that promote timely and realistic degree progress while also fitting within the structure of the degree requirements.
2. Working with the Admissions Officers, reviews internal applications for admission and determines applicants' eligibility for undergraduate programs; reviews and approves equivalencies, exemptions and credit transfers for course and program changes.
3. Creates and maintains all student academic records (record of course selection, exemptions, equivalencies, grades, etc.).
4. At the end of each term, reviews the academic standing of undergraduate students and makes appropriate recommendations on a case-by-case basis—i.e., promotion, probation, or mandatory withdrawal, in accordance with SPU academic regulations. Provides counselling support to students by informing them about academic regulations and requirements, and recommending campus services that can help them make informed decisions and achieve academic success.
5. In preparation for spring and fall convocation, reviews and evaluates the academic records of all degree candidates; determines their eligibility for diplomas, citations and honours; prepares, verifies and submits the list of graduates to SPU approval bodies.
6. Negotiates the number of places to be reserved at the University of Ottawa (UO), and ensures compliance with course enrolment quotas according to the requirements of the various programs and faculties; monitors enrolment in each course, and recommends course cancellations or additions to program coordinators if and as required.
7. Authorizes letters of permission for courses taken at other educational institutions and through national and international exchange programs; maintains and updates the database of equivalencies.
8. Remains current regarding SPU's undergraduate programs and academic regulations; maintains a working knowledge of UO's undergraduate programs in Humanities (Human and Social Sciences).

### **B. *School Management: General Issues* (10%)**

1. Acts as the University's resource and contact person regarding the content, interpretation and application of regulations, rules and procedures governing undergraduate studies.
2. Makes recommendations for changes to the content, interpretation and/or application of academic regulations, and to established procedures and program management.
3. Analyzes the practical implications of changes to regulations, procedures and/or programs, and makes appropriate recommendations to the Director.
4. Attends to his/her own professional development.

5. Writes in both official languages all correspondence required as part of his/her duties.

**C. *Academic Counselling, Screening and Monitoring of Students' Academic Progress* (30%)**

1. Advises, guides and informs students about the various study programs and combinations available (majors and minors), course selection, academic regulations, and all other aspects of their academic experience; builds comfortable relationships with students in order to support their academic engagement and success.
2. Advises and informs students completing their undergraduate studies about the graduate study options available to them.
3. Reviews students' academic records in order to identify at-risk students; meets with them and provides information about and referrals to appropriate support services.
4. Refers students experiencing difficulties of a non-academic nature to the appropriate support services.
5. In order to ensure the continuity of services to students if and when the Academic Advisor, Graduate Studies is absent, the incumbent maintains a working knowledge of UO's graduate and postdoctoral study programs and academic regulations, and makes appropriate referrals in cases requiring immediate attention.
6. Assesses the needs of prospective students and provides information about SPU's study programs, scholarships, admission requirements and student services.

**Education and Experience**

- University degree.
- In-depth knowledge of the post-secondary education system.
- Experience in analyzing academic records and interpreting and applying regulations, practices, policies and procedures.
- Experience in customer service in a helping relationship setting.

**Essential Skills**

- Strong communication skills (including public speaking), interpersonal skills and problem-solving skills.
- Ability to work under pressure and to meet tight deadlines.
- Ability to work as part of a team.
- Bilingualism (spoken and written).
- Experience in computer systems and software.