

POSTING NOTICE

COMPETITION #: SC-272-2526

POSTING DATE: May 25, 2026

CLOSING DATE: June 3, 2026

CLOSING TIME: 12:00 PM

POSTED: INTERNAL / EXTERNAL

POSITION TITLE: Advisor

CLASSIFICATION: Field

SALARY: Level 7

LOCATION: Melfort, SK

START DATE: June 16, 2026

HOURS OF WORK: 37.5 hours per week / 1950 hours annually

STATUS: Permanent / Full-Time

IMMEDIATE SUPERVISOR: Brandy Wicks, Lead Advisor

Applications including Resume & Cover Letter to humanresources@suncrestcollege.ca

POSITION SUMMARY:

This position is primarily responsible for providing academic, career, financial, and personal support to students, other clients, and the general public.

JOB DUTIES AND RESPONSIBILITIES:

1. Advising:

- Communicate effectively and cooperatively with staff, students, potential clients, other agencies, organizations, stakeholders, institutes, and the general public.
- Assist clients in setting personal, educational, and career goals, and in developing the necessary skills for effective learning, growth, and career planning.
- Provide comprehensive support and advocacy for student mental health, addressing individual needs and promoting overall well-being.
- Provide client/student advocacy, and crisis intervention, and facilitate conflict resolution as required. Refer clients to other College services and outside agencies when appropriate.
- Provide individual confidential support and referral services to clients and students regarding personal needs, career/educational development, training opportunities, and job search activities.
- Work closely with other agencies and training institutions to serve mutual clients in an integrated approach.
- Assist students and clients with program applications, registration procedures, and financial assistance applications.
- Maintain client records and statistical data as required.
- Participate in the student selection process as required.
- Perform student/client follow-up as directed.
- Administer and interpret a variety of tests to determine the skills, interests, aptitudes, and abilities of clients.

- Prepare reports as required, including month-end reports and ad hoc reports.
- Other duties as assigned.

2. Development and Delivery:

- Provide recommendations regarding a variety of student issues, mediation services to students, and academic matters.
- Participate in the ongoing development of procedures to deal with student issues, including student application and selection processes, student recruitment and retention plans, and other strategies and procedures as required.
- Provide in-service training to various College personnel on student services and engagement-related topics, including accessing advising and career resources, to ensure that staff are equipped to handle routine inquiries, and are aware of the referral process.
- Develop and deliver activities and presentations/workshops for individuals and groups as required by college programs and projects.
- In collaboration with other staff members and the Manager, develop and recommend activities, policies and procedures, and resources to enhance services and service delivery.
- Work with Learner Experience team to set team objectives and develop strategic plans and work plans.
- Participate in working with other college teams to develop plans and provide services.

3. Communications and Public Relations:

- Liaise with external agencies, partners, and stakeholders, and represent the College on committees as assigned.
- Contribute to the overall College marketing and communication plans and promote the College in the region as a provider of quality education and training programs.
- Research resources, and materials on counseling-related activities.

4. Additional Duties:

- Other duties as assigned.

QUALIFICATIONS:

1. Education & Experience

- The minimum educational qualification for this position is a four-year Bachelor's degree with a major in Behavioral Sciences (specifically related to human services or development) with preference for a Bachelor of Social Work, from a recognized institution. This education would provide knowledge and specialized skills in career, group, and personal advising, as well as in analytical and critical thinking, and research skills.
- Registered or eligible for registration with the Saskatchewan Association of Social Workers is considered an asset..
- The minimum amount of practical, related experience required to perform the duties of this position is three years of related experience in providing educational services and support to students or clients. The experience demonstrated will include experience in advising, facilitating, adult education, working with clients, and/or other related areas.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities

- Knowledge of the adult education system, adult learning needs, and a number of testing and assessment tools and their interpretation.
- Demonstrated effective communication skills, including written and oral
- Demonstrated effective public relations skills

- Demonstrated interpersonal skills and the ability to work well with a variety of people
- Demonstrated ability to relate to adult learners and their concerns.
- Demonstrated skills in mediation and conflict resolution.
- Demonstrated facilitation skills
- Demonstrated skills in working in a collaborative team setting.
- Demonstrated proficiency in the use of computer applications, specifically in the use of the internet, email, word processing, spreadsheets, and web based applications.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to research information and opportunities, make decisive decisions, and use deliberate strategies to influence, persuade or inspire others.
- Ability to adapt to changing circumstances.
- Excellent organizational and time management skills.
- Demonstrated familiarity with the tools and technologies that support working from home.

3. Other Requirements

- Valid Saskatchewan Driver's license is required with the willingness to travel within the region and work flexible hours.
- Satisfactory Criminal Record Check and Vulnerable Sector Check required