

POSTING NOTICE

COMPETITION #: SC-51-2324

POSTING DATE: December 1, 2023

CLOSING DATE: December 13, 2023

CLOSING TIME: 12:00 PM

POSTED: EXTERNAL

POSITION TITLE: Advisor, AE/ESWP

CLASSIFICATION: Field

SALARY: Level 6, Non-Instructional Salary Grid

LOCATION: Kinistin, SK

TERM POSITION: As soon as possible to May 31, 2024

HOURS OF WORK: 18.75 hours per week

STATUS: Term / Part-Time

IMMEDIATE SUPERVISOR: Lead Advisor

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

Term Position Summary:

This position will be responsible for developing and delivering student support activities for students in a multi-level Adult Education program in the Community of Kinistin Saulteaux Nation. Duties will include academic, career, employment, financial and personal advising on an individual basis and in group settings. Working in collaboration with the instructor, tutor and as part of both the AE and Learner Services teams, the primary focus will be to help with student retention and success. In addition, the Advisor will be responsible to develop and deliver workshops and/or arrange activities that support the development of essential skills and job readiness and support mental health and well-being. It is expected that the advisor will be flexible to provide services face-to-face or remotely via technology as determined by student needs and accessibility to campus community.

JOB DUTIES AND RESPONSIBILITIES:

Main Responsibilities:

- Assist students in the Adult Education/ESWP programs in setting personal, educational, employment and career goals, and with developing action plans to fulfil their learning plan.
- Provide personal advising support and appropriate referrals to outside agencies as required.
- Arrange for disability services and adaptive learning supports as needed.
- Administer and interpret a variety of aptitude tests as part of the career planning process.
- Support students with a financial planning process including liaison support with funding agencies, sponsors or government-funded programs.
- Participate in the program intake process as required.
- Collaborate with AE instructors, chair, and community support people from James Smith Cree Nation to address student concerns and barriers impacting academics and school retention.
- Work with the Learner Services team and RIDE committee to deliver events to support student wellness and inclusion.
- Develop and facilitate workshops and activities related to enhancement of essential skills necessary for the workforce.
- Connect with community employers and resource people to create opportunities for practical application experiences for students such as work placements, volunteerism, employer panels, job shadows, business tours etc.
- Submit monthly reports, maintain accurate student records and statistical data as required.

- Maintain the confidentiality and privacy of the College and its clients as per the College's Oath of Confidentiality.
- Provide support services to other AE students as requested to balance workload on the Learner Service Team.
- Represent Learner Services on community and/or college committees as assigned.
- Other duties as assigned.

QUALIFICATIONS, KNOWLEDGE, EDUCATION & SKILLS:

- A minimum four-year university degree, specifically in the Behavioural Sciences or Human Services fields with preference for a degree in social work.
- A minimum of two years of experience in the advising, social work, or educational fields. Alternatively, an equivalent combination of education and experience may be considered.
- Demonstrated specialized skills in career, group, and personal advising.
- Experience in a cross-cultural setting and working with people from diverse backgrounds.
- Knowledge and understanding of the adult education system and adult learning needs.
- Proven knowledge of aptitude tests, assessment tools and their interpretation.
- Demonstrated organizational and time management skills with the ability to prioritize.
- Ability to work independently and as part of a team.
- Excellent group facilitation, interpersonal, oral, and written communications skills.
- Demonstrated competence and recent experience in the use of technology such as MS Teams, Microsoft Office Suite, Moodle, Outlook, Internet, etc. with the ability to learn and adapt to changing technology.

SYSTEMATIC CONDITIONS OF EMPLOYMENT:

The employment commencement and termination dates and actual assigned days and percentage of time (FTE) are subject to change. The College may withdraw this posting if it is unable to maintain its funding.

1. Qualifications of the successful applicant are subject to approval by the credit granting institution.
2. Official documentation of qualifications must be submitted.
3. Official documentation of experience must be submitted.
4. An updated resume must be submitted.
5. All external applicants must submit a satisfactory Criminal Record Check subsequent to job offer.

**Please include a contact phone number you can be reached at, after the posting closes.*