

Posting #24-103CU

Student Advisor – Faculty of Business & Economics

Student Success

Regular, Full-time

Purpose

As part of the Student Success team, the Student Advisor is a primary source of guidance and support for program and career planning, degree requirements, and other course-related questions, enabling students to create, refine and realize their academic and post-graduation career goals. The Student Advisor (for the Faculty of Business & Economics) encourages students to actively take responsibility for their progress and planning throughout the student life cycle, supporting their success through challenges and achievements.

Student Advisors are integral members of a broader team of recruiters, admissions officers, and other student success teams, and collaboration and liaising are essential to provide potential applicants and admitted students with accurate and consistent information and options.

Responsibilities

Student Advisors are committed to providing undergraduate students with high quality and responsive assistance, supporting them in the development and pursuit of objectives consistent with their academic and life goals and available opportunities at UNBC by:

- Advising students, faculty, and staff on the application and interpretation of UNBC Calendar policies and procedures. Offer subject matter expertise to colleagues seeking support on resolving student concerns as related to the scope of the position;
- Advising students on academic and career planning, course selection, pre-requisites, preclusions, and degree requirements; incorporating student goals, anticipating student need and offering professional advice;
- Assessing and communicate how transfer credit may or may not fit (with approval) within a student's degree program;
- Exploring potential specializations, minors and additional majors with students;
- Approving study plans for Study Abroad and Exchange programs;
- Providing guidance on additional programs to support career readiness such as certifications and professional designations as appropriate;
- Reviewing student records to ensure accuracy (ie., included courses, excluded courses, precluded courses, DEF grades, sGPA and cGPA calculations), troubleshoot when required;
- Coaching and guiding students towards a holistic, balanced approach to academics, extracurricular activities, career preparation and wellness;
- Conducting assessments and facilitate workshops to help provide career preparation opportunities and skills;
- Coaching students who may be academically at-risk of failure (academic probation, requirement to withdraw) and support them in the development and implementation of an action plan to support that aligns with the student's goals. A part of this support includes completing GPA projections with students, which requires sufficient math to determine includes, excludes, and GPA hours, develop a study plan with an appropriate course load, suggest change of majors, etc;

- Working in collaboration with other appropriate services and offices, identify and support students in crisis, and create an environment in which they can acknowledge difficulties and seek help;
- Supporting students in the development and implementation of action plans based on expertise of policies and procedures, best practices, and past precedents; advise on available academic options and if necessary, resources and supports, both on and off campus, including making referrals as necessary;
- Evaluating and addressing concerns by improving services, like implementing new programs or services;
- Collaborating with faculty members and campus partners to effectively advocate for students with intricate and sensitive needs, demanding a comprehensive grasp of policies and procedures;
- Evaluating and offering robust insights on proposed curriculum alterations, demonstrating their potential impact on enhancing the student experience;
- Working closely with regional campuses to ensure their unique needs are met and incorporated; and
- Providing secondary backup and support to other program areas in times of staff absences.

Qualifications

The successful candidate will possess an undergraduate degree (preference will be given to a holder of a UNBC Baccalaureate Degree), together with a minimum of five years of directly related experience in student facing roles in student recruitment, academic advising, or related experience in a Registrar's Office or Student Services environment. Familiarity with the post-secondary environment, as well as the student life cycle from recruitment to graduation is essential. An equivalent combination of education and experience will be considered.

The successful candidate will also possess the following:

- Familiarity with post-secondary environments, and governance structures around curriculum updates and approvals;
- Knowledge of the student life cycle (from recruitment to graduation) with a focus to enhance the student experience as part of strategic enrolment management;
- Extensive knowledge of UNBC programs, courses, and services;
- Experience with the Freedom of Information and Protection of Privacy Act (FOIPPA);
- Proficiency in MS Office Suite (Outlook, Word, Excel);
- Experience with Student Information Systems; Banner experience is an asset;
- Ability to respond to students at risk or crisis (Mental Health First Aid is an asset);
- Ability to work independently in a busy and challenging environment;
- Active team player in an integrated team;
- Ability to balance quality work, being nimble and responsive;
- Excellent written and oral communication skills;
- Ability to make sound judgements with sensitivity and agility;
- Courteous and tactful interaction skills with students, faculty, staff, and the public;
- Willingness to continue learning to meet evolving student needs;
- Attention to detail, accuracy, and good judgment;
- Customer service orientation and solution-oriented approaches;
- High degree of initiative, organizational and time management skills;
- Strong problem-solving abilities;
- Teamwork orientation.

Salary



This position has been classified at a Grade 10. The annual salary range for this position is \$71,871.80 to \$74,820.20 and the normal starting salary will be \$71,871.80.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more



information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-103CU in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30PM on June 27, 2024.

