



Deny the ordinary.

Do extraordinary things at Portage College.

Career Counsellor and Academic Advisor

Student Services

Location: Lac La Biche campus

Position type: Full-time continuous

Salary: \$51,576 to \$66,900 per annum

Job number: 17-CCB6-27-PC

Posting date: September 1, 2017

Closing date: Until suitable applicant is found

ABOUT THE POSITION

This key position located at the Lac La Biche campus primarily provides academic advising and career planning services to new applicants and current students at Portage College. Working closely with university transfer students, the incumbent also assists with course planning and transferability to other post-secondary institutions and works with high school students by providing career and post-secondary planning.

If you want a career where you can do extraordinary things, we would love to hear from you. Key responsibilities include:

- Provide individual and group career planning services to determine applicant suitability and eligibility of career goals and course prerequisites for training programs.
- Provide university transferability course planning to other post-secondary institutions.
- Administer and interpret career-related aptitude and interest inventories.
- Prepare student career training/vocational plans.
- Provide academic advising services, including admission screening, student funding and course scheduling.
- Provide prior learning and assessment (PLAR) services.
- Develop and deliver career information resources to students and staff, including career enhancement workshops.
- Liaise with high schools in the areas we serve and provide career counselling services to those students.
- Make appropriate referrals to internal and external resources to meet student needs.

QUALIFICATIONS AND EXPERIENCE

- Degree or diploma in social sciences, business or the arts. Equivalencies may be considered.
- Knowledge of career counselling principles and techniques.
- Counselling and crisis intervention skills and experience would be beneficial.
- Knowledge of Prior Learning and Assessment (PLAR) and of the post-secondary transfer process (ACAT) would be definite assets.
- Knowledge of Portage College programs as well as community services and resources.
- Must be proficient with computers, especially MS Office.
- Must have excellent organizational and problem solving skills.
- Effective verbal and written communication skills.
- Class 5 driver's license as this position requires some travel to other campuses.

ABOUT OUR COLLEGE AND WORKING HERE

Portage College has been serving the region for nearly 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in business, health and wellness, human services, university studies, food sciences, trades and technical, native arts and culture, and in academics for career and education.

As an employee at the College, you will benefit from generous paid time off, participation in the College pension plan, excellent health and dental benefits, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops. Our employees' dependants can also apply for tuition bursary discounts if they enroll in a program at Portage College.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience, and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to hr@portagecollege.ca. If you have any questions, call us at 780-623-5747.

Please note we don't accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.