

STUDENT ADVISOR

Student Services

Location: Lac La Biche campus
Position type: Full-time continuous
Salary: \$54,600 to \$70,836 per annum

Job number: 24-019
Posting date: July 23, 2024
Closing date: Will begin reviewing resumes on August 2, 2024

ABOUT THE POSITION

Reporting to the Associate Registrar, the Student Advisor is responsible for ensuring all documentation related to the admission process, payment arrangements and student sponsorship are completed, entered and that consistency and fairness is followed with all applicants and students. The Student Advisor liaises with community agencies, student finance, program coordinators and other faculty, high school counsellors, Band and Settlement education counsellors and with other organizations. Key responsibilities include:

- Provide information to prospective students on College programs and required prerequisites.
- Process career program applications, including evaluation of transcripts, prerequisites and testing and provide admission decision to students.
- Assist students in finding solutions to attendance, program progress and other issues impacting their post-secondary education.
- Develop career goals and career counselling with current and potential students making referrals to Career Counsellor where required.
- Participate and assist in organizing student-focused activities.
- Provide specific information on various funding agencies and programs and determine student eligibility. Also, review funding decisions and liaise with funders to solve problems as they arise relating to funding.
- Provide information of payments process for application processing, tuition and mandatory fees for all registered students.

QUALIFICATIONS AND EXPERIENCE

- Post-secondary education in business or human services. Equivalencies may be considered.
- Full working knowledge of office procedures, admissions and registration procedures and College programs offered.
- Knowledge or experience working with Moodle and Unit 4 would be an asset.
- Excellent skills in organization, the ability to enter data with accuracy, prioritize work and demonstrate initiative.
- Strong knowledge of funding programs and Alberta Works.
- Ability to assess student application suitability and provide recommendations and understand learner issues and needs.
- Excellent interpersonal skills and must be charismatic, outgoing and have strong intuition.
- Ability to work under strict deadlines and display keen problem-solving skills.
- Ability to work a flexible schedule that includes travel.
- Successful applicant will be required to provide a current police information check.

ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for over 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 health and wellness, business, human services, university transfer, food sciences, trades and technology, 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.

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 do not 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.

