



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Student Success Advisor

Centre for Adult Learning
Full-time, Term (Aug 24/26 to Aug 27/27)
Neepawa, MB
Comp #40-26/27
Salary: \$68,520 to \$88,275 annually (\$36.35 to \$46.83 hourly)
Classification: Guidance Officer 1

Secondment and interchange opportunities will be considered for qualified applicants.

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

The Centre for Adult Learning at Assiniboine College is seeking a collaborative, student-centred Student Success Advisor to support adult learners. Reporting to the Director, Centre for Adult Learning, the Student Success Advisor provides proactive advising, promoting student access, engagement, wellness, persistence, and graduation. Working collaboratively with instructors, the Educational Assistant – Adult Learning Support, College departments, and community partners, the successful candidate will assist students in navigating their educational journey while reducing barriers to success.

This position supports students across multiple programs and learning pathways while contributing to a variety of Centre for Adult Learning initiatives and operations. As programming continues to expand, the Student Success Advisor will play an important role in strengthening community relationships, enhancing the student experience, and contributing to the continued growth of the Centre. The role requires flexibility to support daytime, afternoon online, and evening programming, with regular travel between the Neepawa and Minnedosa Centres and occasional travel to the Brandon campus for meetings, training, and professional development.

Key Responsibilities:

Student Success & Advising

- ▶ Provide individualized advising, educational planning, and ongoing student support.
- ▶ Support student access, engagement, persistence, wellness, and graduation.
- ▶ Monitor student progress and coordinate timely interventions to promote student success.
- ▶ Assist students in navigating College processes and connecting with appropriate academic, financial, accessibility, wellness, Indigenous, and community supports.
- ▶ Maintain accurate student records and documentation while ensuring confidentiality.

Community Engagement & Centre Operations

- ▶ Participate in student recruitment, orientation, information sessions, graduation, community outreach, and student success events.

- ▶ Support the delivery and ongoing development of Centre for Adult Learning programs, student services, community partnerships, and operational initiatives across the Neepawa and Minnedosa Centres to meet evolving community and learner needs.
- ▶ Build and maintain collaborative relationships with schools, employers, Indigenous communities, settlement agencies, community organizations, and other external partners.
- ▶ Foster a welcoming, inclusive, and culturally responsive learning environment that values equity, diversity, Indigenous perspectives, and student well-being.
- ▶ Contribute to the continued growth and promotion of the Centre for Adult Learning throughout the region.

Collaboration & Professional Practice

- ▶ Work collaboratively with instructors, the Educational Assistant – Adult Learning Support, and College departments to coordinate student success strategies.
- ▶ Participate in Centre for Adult Learning department meetings, College committees, professional development opportunities, and communities of practice.
- ▶ Support the effective use of Moodle, Microsoft 365, student information systems, and other technologies that enhance communication and student engagement.
- ▶ Contribute to continuous improvement initiatives that strengthen student services, operational effectiveness, and the overall learner experience.
- ▶ Perform other related duties consistent with the scope of the position.

Qualifications:

- ▶ A degree or diploma in fields such as Education, Adult Education, Social Work, Human Services, Psychology, Counselling, Career Development, or related discipline.
- ▶ Experience providing student advice, coaching, or support services in an educational or community setting.
- ▶ Experience working with adult learners is preferred.
- ▶ Knowledge of student wellness, mental health awareness, community resources, and student success practices.
- ▶ Demonstrated understanding of equity, diversity, inclusion, accessibility, and culturally responsive practices.
- ▶ Knowledge of Indigenous perspectives, Truth and Reconciliation, and Indigenous ways of knowing is considered an asset.
- ▶ Experience supporting English language learners, newcomers, or culturally diverse populations is considered an asset.
- ▶ Demonstrated proficiency using Microsoft 365, Moodle (or other Learning Management Systems), student information systems, and virtual meeting platforms.
- ▶ Excellent interpersonal, communication, organizational, and problem-solving skills.
- ▶ A valid Manitoba driver's licence and the ability to travel regularly between the Neepawa and Minnedosa Centres, with occasional travel to the Brandon campus.
- ▶ Ability to work a flexible schedule to support daytime, afternoon online, and evening programming.

This competition will remain open until the position is filled.
Discover full details about the position in the attached Job Description.

Why Join Us?

Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

Our Principles for Continued Success:

- ▶ **Creativity:** We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ **Collaboration:** Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ **Courage:** Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.

How to Apply:

If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to careers@assiniboine.net. We thank all applicants for their interest; only those selected for further consideration will be contacted.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.