Assiniboine College

PEOPLE MAKE IT HAPPEN.

Student Success Advisor/ Learning Specialist

Full-Time, Regular
Parkland Campus – Dauphin, MB
Comp #59-26/27
Salary: $68,520 to $88,275 annually ($36.35 to $46.83 hourly)
Classification: Guidance Officer 1 (GO1)

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.

Student Success Advisor/Learning Specialists are part of a strong academic team, working to provide student academic advising and coaching (individually and in groups) which includes the interpretation, accurate communication and maintenance of all academic and College program regulations and requirements within the College. Student Success Advisor/Learning Specialists collaborate with faculty and academic managers and liaise with external agencies and educational institutions. Student Success Advisor/Learning Specialists adapt services to student's unique needs.

Key Responsibilities:

- Provide proactive academic advising and coaching to prospective, current, and returning students.
- Support students in defining academic and career goals and creating personalized education completion plans.
- Maintain accurate, complete, and up-to-date student records, case notes, referrals, and follow-up documentation, prioritizing administrative, reporting, and case management responsibilities in accordance with institutional policies, privacy requirements, and reporting standards.
- Guide students through admissions, course selection, registration, funding, scholarships, and college policies.
- Develop and implement strategies to recruit, retain, and promote student success and persistence.
- Maintain ongoing contact with students, assess needs, and connect them with appropriate campus and community resources.
- Collaborate with Deans, Chairs, faculty, and student services to support academic processes and student success initiatives.
- Support accessibility and accommodation planning in partnership with the Student Accessibility Coordinator.
- Actively provide invigilation and testing services.
- Frontline crisis management.

Qualifications:

- Bachelor's degree in a relevant field (e.g., human services, education, or related discipline).
- Minimum 2 years of advising/student services experience in a post-secondary setting plus 2 years of directly related college-level student support experience.
- Strong knowledge of college systems, academic structures, and student support services.
- Demonstrated experience working with a variety of student populations; front-line service experience considered an asset.
- Highly effective academic and advising skills with excellent written and verbal communication abilities.
- Strong organizational, data management, and documentation skills; able to work under pressure in a fast-paced, high-volume environment.
- Sound judgment, integrity, conflict management, and problem-solving skills with the ability to set priorities and meet deadlines.
- Collaborative, creative, and student-focused professional with a strong commitment to student success, retention, and proactive advising practices.

This competition will remain open until the position is filled.

Discover full details about the position by viewing the job description in the Job Details section.

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.