Assiniboine College

PEOPLE MAKE IT HAPPEN.

Student Success Advisor

Full-time, Term (ASAP to June 4/27)
Brandon, MB
Comp #78-26/27
Salary: $68,520 to $88,275 annually ($36.35 to $46.83 hourly)
Classification: Guidance Officer 1

***Internal opportunity for Assiniboine College staff only. ***

Student Success Advisors 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 Advisors collaborate with faculty and academic managers and liaise with external agencies and educational institutions. Student Advisors will adapt services to unique needs of immigrant and international students, students with physical and learning disabilities, mature students and aboriginal students.

Key Responsibilities:

- Provide academic advising and coaching to prospective, current, and returning students to support educational planning, career goals, program selection, and academic success.
- Assist students with admissions, course registration, scheduling, funding opportunities, prior learning recognition, and navigating college policies and procedures.
- Develop, implement, and monitor proactive advising strategies and individualized student success plans to promote engagement, retention, persistence, and program completion.
- Provide guidance and support with academic processes, including appeals, academic standing, suspension reviews, student conduct, and academic integrity.
- Collaborate with internal student support services, academic departments, and external community agencies to coordinate resources, referrals, and comprehensive student supports.
- Support students with accessibility and disability-related needs in collaboration with the Student Accessibility Coordinator, including accommodation planning and implementation.
- Coordinate academic support services, including recruiting, training, and supervising peer tutors, assessing tutoring needs, collaborating with faculty, and delivering student orientation services.

Qualifications:

- Education: Bachelor's degree in a relevant discipline, such as human services or a related field.
- Experience: Minimum of two years of advising or student services experience in a post-secondary environment, along with two years of directly related experience supporting students and the educational process. Knowledge of college support services and experience working with diverse populations are strong assets.

- Academic Advising: Demonstrated ability to provide effective, holistic academic advising and coaching, with knowledge of student development, student retention, proactive advising strategies, recruitment, and first-year student experience.
- Communication and Interpersonal Skills: Excellent written and verbal communication, interpersonal, and relationship-building skills, with the ability to work effectively and sensitively with diverse student populations.
- Organizational and Problem-Solving Skills: Strong organizational, creative-thinking, and problem-solving abilities, with sound judgment and integrity in managing conflict, making decisions, and prioritizing competing demands.
- Collaboration and Service Orientation: Ability to work independently and collaboratively with internal departments, campus support services, and external partners, demonstrating a strong commitment to student success and positive service delivery.
- Technical and Administrative Skills: Proficiency in Microsoft Office applications, with the ability to manage data, accurately document and track services and outcomes, and effectively use technology to support service delivery. Ability to work under pressure, manage competing priorities, and meet deadlines in a fast-paced, high-volume environment.

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

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.