



Do you believe in the power of ideas, possibility, and in building community? The Alberta College of Art + Design (ACAD) is looking for a **Student Academic Advisor** who is excited to contribute their highly organized, exceptional professionalism and critical thinking skills to a highly dynamic Registrar's office.

Student Academic Advisors support our post-secondary students as they progress through their academics. They are inclusive, collaborative, and maintain positive and professional communication.

This regular full-time position starts immediately and includes a competitive benefits package.

### **Why ACAD?**

A leading centre of education and research since 1926, ACAD energizes art and design in Canada and internationally. We engage the world, create possibilities, and connect with brilliant minds in all corners of the globe.

Above all, we are passionate about creativity and innovation through Art, Craft and Design, and the people who create it.

Calgary is our home base – a vibrant, cosmopolitan urban centre, a safe and friendly atmosphere, and outstanding potential for adventure in nearby mountain parks.

We hope you will join us at ACAD (where creativity matters).

### **About Student Affairs at ACAD**

The Student Affairs office at ACAD is comprised of a small group of talented and committed individuals dedicated to enhancing student success and providing individualized support for ACAD students.

Student Affairs provides assistance to students as they progress in their academic career at ACAD. We offer programs and services to enrich campus life, enhance the student experience, and engage students in the campus community.

### **The Opportunity**

(Competition #1819-JL-AP-00)

Reporting to the Registrar, the Student Academic Advisor provides guidance and support to students with respect to academic progression, transfer credit and related concerns. The Advisor assists learners in making informed decisions about their educational goals and advises them about program requirements, course selection and related information and opportunities.

In collaboration with the Assistant Registrar and the faculty, the Academic Advisor is responsible for the development and implementation of the Academic Advising program. In collaboration with the other Academic Advisor, manages the Mobility and Exchange program including workshops, applications for ACAD students to attend and applications for outside students to attend ACAD, and evaluates transfer credit appropriate for these students.

**Primary duties and responsibilities include:**

- Advises students on academic programs, admission requirements to majors, and graduation requirements
- Coordinates the development and delivery of the Academic Advising Program in collaboration with faculty
- Monitors students' academic records to ensure program progression and graduation requirements are met and contacts students as needed
- Encourages and supports student success by identifying student needs and making appropriate referrals to institutional departments and to government and community services
- Develops, implements, and coordinates activities, events, workshops, related training and initiatives for the academic advising program, including evaluation of the effectiveness of each
- Develops, prepares and updates advising information and communications materials including newsletters, emails, handbooks, web content and training materials for students, staff and faculty

**The successful candidate will have:**

- A Bachelor's degree in a relevant field with a minimum of 2 years' related experience in a post-secondary environment. A background in art and design is preferred.
- An understanding of student development theory and experience with student development programming
- A minimum of two years' experience working with a Student Information System such as Banner is preferred
- Excellent interpersonal, writing, and communication and skills
- Ability to work effectively both independently and in cooperation with colleagues and students in a team environment
- Excellent organizational and problem solving skills. Extreme attention to detail and sensitive to accuracy.
- Ability to multi-task while under pressure to meet deadlines
- Advanced computer skills including MS Office and social media and the Internet
- Ability to maintain strict confidentiality and discretion around student information. Knowledge of FOIP would be an asset.

Additional Notes/Working Conditions

- General office environment with frequent contact with students, faculty, and staff, and with frequent interruptions and distractions
- Hours of work may be scheduled to include occasional evenings and weekends as required

As a member of the AUPE bargaining unit (Local 071/006), this regular full-time position falls under a classification 6 (six). The starting annual salary is \$55,354 – \$59,313 dependent upon skills, education and experience.

### **How to Apply**

**>>>Please submit applications via our [careers page](#). The application must include a cover letter and a current CV.**

**Applications must be submitted in a single PDF document.**

Once you have created an account, choose the “Upload Resume” option. You will only be able to upload one file, so **make sure all required material is combined into a single PDF document**. Incomplete submissions may not be considered. Once you have submitted your application, **you will not be able to make changes or add additional documents**. Please visit ACAD’s [How to Apply](#) page to ensure your application is complete prior to submission.

**Deadline to apply is: July 15, 2018 @ 10:00pm MST.**

Further information about ACAD is available on our website at [www.acad.ca](http://www.acad.ca).

ACAD is an equal opportunity employer and is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversity of the institution. We encourage expressions of interest from all qualified applicants for consideration for this or other suitable vacancies although applications from Canadian citizens and permanent residents will be given priority.

The collection of personal information is for the purpose of determining eligibility and suitability for employment as authorized by the Freedom of Information and Protection of Privacy (FOIP) Act, section 33(c). If you have any questions about the collection of your information, please contact our FOIP Coordinator at [foip@acad.ca](mailto:foip@acad.ca).

While we thank all candidates for their interest, only applicants selected for an interview will be contacted.