



EMPLOYMENT OPPORTUNITY

Academic Advisor

Permanent Full-Time Position

8:30am to 4:30pm / Monday to Friday (Telecommuting Options Available)

Pay Grade H (\$53,074 to \$56,821 per annum)

Competition #SA055-2022

Emily Carr University of Art + Design is a school of students, faculty, thinkers and makers unlike any other. Established in 1925, we are the only specialized, accredited, public, post-secondary university in British Columbia solely devoted to education and research in the creative sector and its associated knowledge economy. We merge research, critical theory and studio practice in an interdisciplinary environment, strengthening our work by the integration of our personal and professional practices. Our strategy, facilities, partnerships and resources are intentionally student-centred to foster dialogue, expression and open connections in support of the next generation of creative and cultural leaders.

As the Academic Advisor, you will provide support and advice to students regarding academic program planning. Working with students to provide information concerning policies and procedures related to progression, the Academic Advisor will develop strategies to assist students in meeting their academic goals and successfully complete their graduation requirements. The Academic Advisor provides leadership and guidance to students in support of the development of an individually focused academic program, and consults with the Academic Area on scheduling and curriculum. The Academic Advisor also develops and delivers programs and services to engage students including workshops and events and acts as a liaison between students and faculty/Deans. The incumbent will also coordinate credit registration and grading and maintain accurate and confidential student records. The Academic Advisor will be actively engaged in governance and participate on a number of committees as required.

Benefits of Joining the Emily Carr community:

- Enrollment in a comprehensive benefits package, including Dental Coverage, Extended Health, Disability Coverage and Life Insurance.
- Membership in the Municipal Pension Plan.
- Access to personalized telecommuting options.
- Competitive Vacation and Professional Development benefits.

As the successful applicant, you should possess:

- Bachelor's Degree with some knowledge of art and design.
- Minimum two years' direct experience in a similar post-secondary environment, advising diverse student populations.
- Or an equivalent combination of education and experience.
- Proven organizational, multi-tasking, and time management skills with the ability to prioritize appropriately in order to meet deadlines.
- Strong interpersonal skills with the ability to work effectively independently and as a team member in a fast paced, student centred environment.
- Superior customer service, conflict resolution, and problem-solving skills.
- Proficient in Microsoft Office and Student Information Systems.
- Excellent oral and written communication skills, including public presentation.
- Detail oriented and ability to proofread with accuracy.
- Ability to exercise sound judgment and to maintain a high degree of confidentiality.

Some Typical Duties:

- 1 Coordinates online registration process each semester for all degree programs, including setting the registration schedule and registration priority, identifying and programming course registration restrictions, and maintaining the online registration system to ensure that dates, times and registration rules are in place and functioning. Monitors the online registration system to troubleshoot and respond to student requests for help. Sets up and maintains student access registry for myEC. Trains staff on usage and troubleshooting the online registration and grading system.
- 2 Creates and maintains student Degree Audit program evaluations in Colleague including creating catalogue year updates and new programs as they are introduced as well as course substitutions and exceptions where required. Ensures and maintains ongoing accuracy of Degree Audit system.
- 3 In consultation with the Director, Records, Registration + Advising, ensures the smooth day-to-day operation of Admin, Records, Registration + Advising functions by coordinating the work of clerical support staff.
- 4 Liaises with the Deans' Office and the Scheduling Coordinator regarding registration timing, schedule development, enrolment management, curriculum and policy development, and related issues.
- 5 Following Senate approval, creates new courses and assigns course mnemonics and numbers in the Colleague system including ensuring accurate National and Local ID coding for Ministry reporting.
- 6 Acts as student's first point of contact; advises students on program and course selection, schedule changes, course and program withdrawals, academic exceptions, course substitutions and pre-requisite waivers, change of major, policies and procedures, external credit transferability and letters of permission.
- 7 Provides leadership and one-on-one support to students via individual appointments, telephone, email, group advising, online delivery.
- 8 Works with students experiencing academic difficulty (e.g. Academic Probation) by providing intentional support and discussing implications of previous academic performance and recommending specific action to improve the student's academic experience and success.
- 9 Advises students regarding academic and registration policies, procedures, degree completion requirements, pre-requisites and academic progression.
- 10 Monitors and actions academic progression including creation and maintenance of progression rules and review of exceptions.
- 11 Prepares and publishes the print and online resources, and coordinates distribution to students. Maintains and updates the registration information web pages and all other webpages related to student's academic success.
- 12 Acts as a resource to faculty including training for online registration and grading system, monitors faculty entry of student's grades and coordination of distribution of initial class lists to faculty. Prepares and distributes instructions to faculty regarding registration related policies and procedures, training for accessing and using subsequent class lists.
- 13 Maintains ongoing development and daily functionality related to optimizing records and registration system with the Director, Records, Registration + Advising, Associate Registrar, Awards + Advising, and Project Manager, Institutional Research and Colleague System by identifying and analysing issues and barriers to student success, progression and retention, identifying and solving problems and recommending improvements, modifying and running reports.

- 14 Compiles statistics and summary reports on course enrolment, wait lists and timetable matrix.
- 15 Supports the coordination of graduation, including initiating application to graduate timelines, tracking and identifying eligibility, and preparation of graduating student lists and reports. Ensures accuracy of graduation registry and supports the publication of correct graduation ceremony program.
- 16 Determines and assists in hiring temporary clerical staff and student monitors for special functions such as registration and the graduation ceremonies; participates in the hiring, training and supervision of such staff.
- 17 Consults with academic area and leadership on academic policies and procedures.
- 18 Develops, and delivers programs and services provided through Student Services, including the development, coordination and delivery of all academic support workshops and events.
- 19 Works proactively with colleagues in Student Services and around the University to provide appropriate referrals and connect students to core resources i.e. Counselling Services, Accessibility Services, and Writing Centre.
- 20 Maintains records relating to each student for the ongoing requirements associated with their academic requests and changes and maintains stats related to delivery of advising activities.

To apply for this job, please visit <https://ecuat.peopleadmin.ca>. **Competition closes on Thursday, 17 November 2022.**

Emily Carr University especially invites those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized. These include women, persons with diverse gender expressions and identities, persons of all sexual orientations, racialized persons, persons with disabilities, and First Nations, Metis, Inuit and Indigenous persons. All qualified people are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority. While we thank all candidates for their interest, only those short-listed will be contacted.