



## Director Academic Advising

Link to Job Posting - <https://careers.uoguelph.ca/job/Guelph-Director-Academic-Advising-ON-N1G-2W1/729529047/>

**Location:**

Guelph, CA, N1G 2W1

**Primary Category Page:** Staff and Management

**Division:** Office of Registrarial Services

**Requisition ID:** 1300

**Department:** Registrar

This position is represented by the agreement between the Professional Staff Association and the University of Guelph

**General Purpose**

Reporting to the University Registrar, the Director of Academic Advising plays a pivotal role in ensuring the holistic success and engagement of students within the university environment. Leading a multidisciplinary team, this position provides direction and oversight for Academic Advising across the institution overseeing the creation of an integrated model and future iterations as it responds to current and future student needs.

This role drives initiatives for student success, engagement, and retention across the university. The Director of Academic Advising will lead the strategic vision for the Academic Advising hubs, collaborating and engaging with stakeholders within the Colleges, Registrar's Office, and in the wider University community. Ongoing evaluation of services and procedures will be required as this role guides the continual change and implementation of new technologies and to streamline workflows and enhance the student experience.

**Duties and Responsibilities**

- Leads Academic Advising, carrying out strategic and operational planning and implementation by collaborating with the Registrar, Associate Vice-President Academic, Associate Deans Academic, Associate Registrars, and other administrative managers and staff.
- Provides direction and leadership for the Academic Advising team for all undergraduate programs at the University.

- Creates processes and procedures to support the development, implementation, and ongoing functioning of academic advising across the university.
- Develops an overarching assessment strategy, annual assessment plans, and specific data collection and storage tools to support continual improvement efforts.
- Prepares and manages annual departmental staffing and operational budgets and forecasts, as well as provides ongoing financial analysis of current operations to make strategic/budget recommendations to the Registrar.
- As a member of the Office of Registrarial Services (ORS) senior leadership team, provides input on strategic decisions affecting all areas of the ORS and provides guidance on potential impacts of various decisions on academic advising and student experiences.
- Develops and communicates a clear vision for student success, engagement, and retention, working closely with academic leaders and departments.
- Oversees programing to support academic, personal, and professional success for undergraduate students, promoting equity, diversity, and inclusion.
- Contributes to the development and achievement of the University's Strategic Enrolment Management plan.
- Resolves non-standard student concerns, including escalated concerns as they relate to services offered.
- Creates a positive and inclusive team environment, leading by example to promote high performance, trust, and collaboration.
- Leverages technological developments to increase efficiencies, better serve our stakeholders, and implement operational best practices.
- Identifies, analyzes, and implements solutions and procedural changes to increase operational efficiencies and effectiveness, while meeting established levels of performance.

## Requirements

- Undergraduate degree required. Master's degree is preferred.
- 9 years of previous experience.
- Advising knowledge that includes an understanding of academic advising principles and best practices, including advising models, career development, and the challenges students face.
- A strong commitment to student success and well-being, advocating for necessary resources and programs to support students' academic journeys.
- Experience leading teams and leading change in a university setting and/or working as a project manager in the public or private sector, managing complex multi-year initiatives related to customer service.
- Experience managing budgets and reporting to stakeholders and partners, including the government, and in assessing university-based resources and units effectively.
- Experience supporting high-level advisory groups, and synthesizing input and advice into work plans and budgets.

- Demonstrated success in establishing collaborative initiatives in challenging environments and the ability to work with the different needs and styles of various groups.
- Extensive experience with program and service development and delivery.
- Demonstrated experience in financial and human resource management.
- Experience in strategic planning, implementation, and operationalization.
- Experience in initiating and drafting changes to university policies to be formally approved through governance.
- Strong project management and organizational skills, including ability to set priorities, manage simultaneous initiatives, and operate effectively in a deadline-driven environment.
- In-depth understanding of University systems (purchasing/procurement; human resources/payroll; unionized environments and collective bargaining agreements).

Employee Type: Regular

Position Number: 10921052

Classification: P&M FT- Band 10

[Professional/Managerial Salary Bands](#)

\*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a [culture of inclusion](#) is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 03/27/2025

Closing Date: 04/09/2025