Program Counsellor

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Professional and Managerial Group

Program Counsellor

School of Engineering, College of Engineering and Physical Sciences

Hiring #: 2019-0053

Please read the Application Instructions [1] before applying

Reporting to the Associate Director Undergraduate Studies, the engineering Program Counsellor will be part of a team providing degree program advising to approximately 45% of the engineering undergraduate student population and, will provide operational program support, as required. The delivery of academic counselling requires the incumbent to consult, communicate and collaborate regularly with other staff and faculty within the School of Engineering and other academic units and services across campus.

The incumbent will provide guidance and advice to students about the B.Eng. degree program and its specializations, including: admission requirements, schedule of studies and continuation of study requirements, co-operative education requirements and graduation requirements; and is responsible for signing course waiver and program approvals, as appropriate. The engineering Program Counsellor also provides guidance and context to students about engineering in general, the engineering profession, professional accreditation and licensure as these relate to the schedule of studies and course selection decisions. The incumbent will routinely communicate with undergraduate students through individual appointments, email, telephone, and group sessions for the purpose of providing academic guidance, interpretation and clarification of university rules, policies and procedures. The incumbent will also provide relevant information to Engineering Program Leaders, the SOE Director, SOE Associate Director Undergraduate, and various committees, as assigned, about student issues within the B.Eng degree program.

Requirements of the position include:

- An undergraduate degree in Engineering combined with several years of work experience in the engineering field and/or in engineering education, or an equivalent combination of education and experience. Eligibility for a professional engineering license (P.Eng.) is an asset.
- Excellent time management, organizational, communication, active listening and interpersonal skills.
- Demonstrated ability to foster and maintain relationships within a complex network of stakeholders, using problem solving, good judgement, tact, diplomacy and discretion.
- Demonstrated ability to work effectively in a multiple task environment of regular interruption.
- Demonstrated understanding of academic requirements of an engineering program and an interest in student success.
- Awareness of institutional policies related to the Freedom of Information and the Protection of Privacy Act (FIPPA) and the requirements of the engineering profession including: accreditation, ethics, engineering law and application of designated area of practice as gained through job-related experience.
- Proficiency with common software packages including word processing, spreadsheets, presentation software, databases and website design.
- Experience with Datatel's Colleague student information system would be an asset.

Position Number 126-143
Classification P04*
Professional/Managerial Salary Bands [2]
*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] 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: 2019 01 28
Closing Date: 2019 02 04

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[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
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