Pathways Advisor

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Professional and Managerial Group

Pathways Advisor

Admission Services, Office of Registrarial Services

Temporary full-time from July 29, 2019 to March 31, 2020

Hiring #: 2019-0396

Please read the Application Instructions [1] before applying

The provincial government has identified closer academic collaboration between publically funded colleges and universities in Ontario, with the goal of optimizing postsecondary options for students through increased transfer pathways, as a priority within the post-secondary education system. Collaborating with a number of other Ontario universities and colleges, the University of Guelph has responded with the development of a number of unique opportunities and pathway programs for students transferring from other post-secondary institutions.

Reporting to the Assistant Registrar, Admissions, The Pathways Advisor works to ensure a transparent and seamless entry for applicants to Pathways programs, advising Pathways applicants of opportunities, requirements, and transition, thus also playing a role in shaping plans for student retention and success initiatives. Offering advice on all Pathways initiatives within the University of Guelph and liaising with staff contacts at partner Ontario colleges with which there are Pathways and articulation agreements, the Pathways Advisor is one of two Admission Services staff responsible for the development and delivery of liaison activities at Ontario colleges and off-campus recruitment events. As such, it is the role of the Pathways Advisor to provide meaningful external context for transfer recruitment practices and admission policies as they are enacted at University of Guelph. Through researching and analysing competitive intelligence on transfer practices (provincially, nationally, and occasionally throughout North America), the Pathways Advisor ensures that Admission Services maintains a position of leadership in college transfer recruitment programming. The Pathways Advisor is expected to not only promote transfer to college students, but also work with college stakeholders to build a professional and collegial relationship on behalf of the University of Guelph through in person visits and proactive communication throughout the year.

In addition, the Pathways Advisor will assume admission responsibilities as the Admission Counsellor for two undergraduate programs, working closely with admission sub-committees and the Assistant Registrar, Admissions to help ensure that the University meets its enrollment targets with the best qualified applicants. The Pathways Advisor is responsible for counselling current and prospective students and their parents/guardians with respect to admission requirements, academic program profiles, and other issues related to admission. As a representative of the Admissions Unit, the Pathways Advisor is also responsible for delivering accurate and nuanced admission counselling to all prospective applicants encountered while participating in off-campus recruitment activities.

Requirements of the position include:

- An undergraduate degree and two (2) years previous related work experience (postsecondary environment preferred)
- Exceptional organizational and administrative skills; must also be proficient using suite of Microsoft Office software and experience using database software; experience with Colleague Student Information System and document imaging systems.
- Presentation skills to both small and larger groups
- Excellent oral and written communications skills
- Strong interpersonal communicator and human relationship builder
- Ability to analyze and interpret data and translate into action plan
- Valid driver's license and availability for travel

Classification  P03

Professional/Managerial Salary Bands [2]

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 07 10
Closing Date: 2019 07 24

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/pathways-advisor

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