Bachelor of Arts and Science (BAS) Program Counsellor

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Professional and Managerial Group

Bachelor of Arts and Science (BAS) Program Counsellor

College of Arts

Hiring #: 2019-0634

Please read the Application Instructions [1] before applying

The University of Guelph is a comprehensive university with an annual enrollment of approximately 27,000 undergraduate and graduate students. Of those, some 420 are majoring in the Bachelor of Arts and Science and 5,200 students are enrolled in the Bachelor of Arts (BA). Because of its interdisciplinary nature—students take core courses in the Bachelor of Arts and Science plus choose one specialization in the arts and another in the sciences—the Bachelor of Arts and Science program works across numerous colleges, such as the College of Arts (COA), College of Biological Science, and the College of Social and Applied Human Sciences (CSAHS). COA and CSAHS represent the primary colleges of the BA. The UG prides itself in its learner-centered approach that provides students with an outstanding education and a promising future.

Reporting to the Associate Dean (Academic) for the College of Arts and the BAS Program Coordinator, the BAS Program Counsellor will be part of the BA/BAS Program Counselling team. The BAS Counsellor will provide academic advising services to BAS and, in a supportive role, to BA students. The Program Counsellor will take a leadership role with BAS students and faculty. Primary responsibilities include, but are not limited to, providing information to students regarding regulations and procedures affecting their academic progress; course selection and planning; advising faculty and department chairs on policies and procedures; acting as a liaison between faculty and students when required; advising students on academic implications related to any personal, psychological, or medical difficulties; referring students to appropriate departments/units on campus when necessary (e.g., Counselling, Student Health); monitoring progress and approving graduation; participating in semester-end academic reviews; dealing with inquiries from the Dean's office; advising on options for in-semester or post semester appeals/academic consideration, and participating in recruitment and admissions processes.

Requirements of this position include:

- An undergraduate degree in a related field (A Master’s degree in Arts or Science is preferred)
- 3 years of relevant experience, or an equivalent amount of experience and education.
- Exceptional organizational and interpersonal skills.
- A high level of diplomacy and tact when working with and communicating with students, staff, faculty, and parents.
- Proven teamwork capabilities, experience with advising/counselling, conflict resolution, or mediation.
- Skills in prioritization, problem solving, and decision making.
- Proficiency with Microsoft Office Suite and familiarity with Colleague or other student information systems would be an asset.
- An understanding of academic programs and overall student experience.
- Knowledge of university policies/procedures, and experience with policy implementation and interpretation.

Position Number          541-001
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 11 27
Closing Date: 2019 12 11

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