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Professional and Managerial Group

Assistant BA Program Counsellor

BA Counselling Office

Hiring #: 2021-0063

Please read the Application Instructions [1] before applying

The University of Guelph is a comprehensive university with an annual enrollment of approximately 21,500 undergraduate and graduate students. Of those, 5,700 students are enrolled in the Bachelor of Arts (BA). The BA program works primarily within the College of Arts and the College of Social and Applied Human Sciences. The University prides itself in its learner-centered approach that provides students with an outstanding education and a promising future.

Reporting to the BA Program Counsellor, the Assistant BA Program Counsellor will be part of the BA Program Counselling team and will provide academic advising services to BA students. 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, medical, or mental health difficulties; referring students to appropriate departments/units on campus when necessary (e.g., Student Wellness Services); monitoring progress and approving graduation; participating in semester-end academic reviews; 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 and two (2) years of relevant experience, or an equivalent combination of education and experience
- Exceptional organizational and interpersonal skills
- High level of diplomacy/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 a familiarity with Colleague or other student information systems would be an asset
- Additional requirements include an understanding of academic programs and overall student experience, knowledge of university policies/procedures, and experience with policy implementation and interpretation

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Position Number 091-004
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: 2021 02 10
Closing Date: 2021 02 24

Keywords: current.opportunity [4]

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/assistant-ba-program-counsellor

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