Assistant Program Counsellor

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Professional and Managerial Group

Assistant Program Counsellor

School of Computer Science, College of Engineering and Physical Sciences

Temporary full-time from September 2021 to July 2023
Hiring #: 2021-0408

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, 900 students are enrolled in the Bachelor of Computing (BCOMP). The BCOMP program works primarily within the College of Physical and Engineering Science. The University prides itself in its learner-centered approach that provides students with an outstanding education and a promising future.

Reporting to the Program Counsellor, the incumbent will be one of two program counsellors for the School of Computer Science. Primary responsibilities include, but are not limited to:

- Advising and guiding current and potential BCOMP students
- 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; and
- Identifying, documenting and reporting cases of suspected violations of Academic Integrity.

Requirements of this position:

- 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.
Assistant Program Counsellor
Published on Human Resources (https://www.uoguelph.ca/hr)

Classification P04
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: 2021 08 16
Closing Date: 2021 08 30 (extended)


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

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