Leadership Education and Development Advisor

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Leadership Education and Development Advisor

Student Experience

Hiring #: 2022-0805

Please read the Application Instructions [1] before applying

The department of Student Experience is committed to supporting all students at the University of Guelph. Student Experience houses many specialized supports for students identifying as First Nations, Inuit, Métis, Black, racialized, people of colour, members of the LGBTQ2IA+ community, and members of cultural, international, religious, and spiritual communities. We encourage applications from members of these communities in order to accurately represent our student population and to contribute to the diversity of thought, approach, and practice in supporting students within the department. We welcome applicants to share through their application the ways in which they believe they can contribute to the diversity of thought, approach, and practice in Student Experience.

Reporting to the Manager, Student Engagement and Leadership, the Leadership Education and Development Advisor will provide leadership education, training, guidance, mentorship, and development opportunities for students. The Advisor will provide individual and group advisement, and conflict resolution services for elected and appointed student representatives, student organizations, and special interest group members on campus. The Advisor assists student leaders with board management and procedural matters, and serves as an advisor and resource person to student boards and councils. They will oversee a leadership education curriculum for student leaders that includes financial management, student organization policy, student elections and referendum protocols, and event and risk management policies and procedures.

The Advisor will assess need, design, and deliver programs that meet the changing needs of student leadership and engagement, including programs for the undergraduate and graduate student community that focus on general leadership education, student engagement initiatives, and senior year undergraduate programming.

The incumbent will develop and maintain relationships with multiple stakeholders, including students, student groups, managers, Student Experience team members, and departments.

In collaboration with Student Experience and senior University leadership, the incumbent will oversee student organization policy, policy revisions, annual accreditation processes, student event and risk management procedures, and ensure that policies and procedures are followed by recognized student organizations.

The Advisor will supervise and provide direction for the Leadership Education and Development team, including the Coordinator, Student Leadership, and approximately 3 part-time student staff and 5 Peer Helpers.

In order to be successful in this role, the incumbent is required to have:

- An Undergraduate Degree in leadership, community capacity building and development, college student personnel or another related field, coupled with a minimum of at least 5 years of progressive experience working in a student engagement function. A Master’s Degree is preferred and would be considered an asset.
- A high leadership and engagement skill set and the ability to train others to develop leadership and engagement skills, and promote engagement in co-curricular learning, critical thinking, strategic thinking,
planning and implementation skills, training and curriculum design, as well as significant practical facilitation, coaching, and mentoring experience.

- Substantial knowledge of and practical experience working with event and risk management processes.
- An ability to collaborate and lead amongst diverse groups.
- Skills to effectively communicate with students who may be distressed or emotionally distraught, or who may face other difficulties.
- A strong aptitude in written, verbal, and non-verbal communication.
- Intermediate to advanced level Microsoft365, MS Word, Excel and PowerPoint is also required.

Position Number         530-005
Classification               P05

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: 2022 12 05
Closing Date: 2022 12 19


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URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/leadership-education-and-development-advisor

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[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply [2]
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