BA Program Counsellor

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BA Program Counsellor

BA Counselling Office

Temporary full-time from September 1, 2023 to August 31, 2024
Hiring #: 2023-0457

Please read the Application Instructions [1] before applying

The BA Program Counsellor takes a leadership role in developing a range of academic advising services to BA students and faculty. This position manages the collective work of 6 professional and support staff and is responsible for the advising and counselling information and decisions made by this office. The Office provides counselling to over 5,800 BA and Non-degree BA in-course students each year. The Office provides information to all students on academic policies and procedures and counsels students individually regarding regulations and procedures affecting their academic progress through the degree program, appropriate academic specialization, course selection and planning, transferring programs, academic requirements and consequences to degree progress of university exchanges and letter of permission. The Office provides several levels of advice and counselling to students experiencing personal difficulties that may warrant consideration, including assessing and providing referrals to other resources. The Office counsels students regarding eligibility to continue at the university, being required to withdraw, and strategies for readmission.

Job Requirements

- Master’s Degree in Arts or a related subject, plus a minimum of 3 years related experience, or an equivalent combination of education and experience.
- Experience working in counselling, conflict resolution and/or mediation would be considered an asset.
- Experience working in university or college academic administration
- Familiarity and experience with academic university policies and procedures
- Demonstrated ability to interface with coworkers, students and University stakeholders in an equitable and accessible manner to contribute to a culture of inclusion and respect.
- Exceptional communication skills (oral and written) and strong computer skills, including proficiency with Microsoft Office 365 (Word, Excel, Teams and PowerPoint)
- Excellent personal judgment, organizational skills, and problem-solving ability to multitask and prioritize duties while dealing with interruptions and competing deadlines
- Strong interpersonal skills such as conflict management, ability to influence and ability to establish relationships

Position Number            091-001
Classification             P05*

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.
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