

Posting Preview

Posting Details

Title Aboriginal Education Advisor

Posting Number 102069

Posting Date 12-24-2018

Closing Date Open Until Filled

Status Support Staff-Regular

Reporting to the Assistant Registrar, Campbell River Campus, the Aboriginal Education Advisor provides information on College programs and courses, including admissions eligibility and the registration process to Aboriginal students and prospective students. The Aboriginal Education Advisor assists students in the preparation of educational plans and exploration of career options by providing information and advising on eligibility and selection criteria, funding opportunities as well as participating in College recruitment activities. The Aboriginal Education Advisor will have a strong working knowledge of funding opportunities for Aboriginal students. Knowledge and experience of issues affecting Aboriginal education in Canada is necessary and sensitivity to the needs of adult Aboriginal learners is essential. The Aboriginal Education Advisor is aware of the Mission and Values of North Island College, incorporating and practicing the values in everything they do.

Position Competencies Job Knowledge; Judgment; Teamwork; Planning & Organization; Customer Service Excellence; Communication & Interpersonal Skills

Duties and Responsibilities

- Provides information on College programs and courses to Aboriginal students and prospective students, and assists students in the development of educational and career options using a variety of communication methods, including group presentations;
- Promotes the image, mission and professionalism of the College through effective first point-of-contact service, providing student orientation packages, conducting tours of facilities and representing North Island College, as necessary;
- Develops and maintains information to support educational advising, including information on Certificate, Diploma and Degree programs from BC Post-secondary institutions and general information on programs offered by other Canadian institutions;
- Identifies students with a need for assessment testing and incorporates results in preparation for educational advising;
- Advises students on available and applicable financial assistance programs and assists students in the preparation of applications for financial assistance with particular focus on available funding within Aboriginal communities;
- Reviews assessment results with students and identifies upgrading requirements and options;
- Where appropriate, refers students to Counselors;
- Develops and maintains open communication and effective working relationships with the local First Nations, Tribal Councils and other Aboriginal funding agencies relating to educational plans for students;
- Provides advising services on a regular basis to local high schools and other community partners;
- Assists in organizing special events that enrich the social and educational experience of North Island College Aboriginal students as

	<p>required;</p> <ul style="list-style-type: none"> - Assists and participates in the development and practice of creative recruitment activities with a particular focus on the needs of Aboriginal students; - Works in conjunction with the student services team to provide input and support; - Performs other duties related to the function, as assigned by the Assistant Registrar.
Required Education & Experience	<ul style="list-style-type: none"> - Successful completion of a minimum of four years post-secondary education. Bachelor degree preferred; - Three to five years of experience in a comparable environment, or an equivalent combination of education and experience. - Must possess experience and an understanding of Aboriginal cultural and educational issues and have recent experience working with First Nations students, or in a First Nations related setting.
Required Knowledge, Skills, & Abilities	<ul style="list-style-type: none"> - Proficiency with the Windows operating system and Microsoft Office and ability to use the internet extensively; - Knowledge/experience with a database student records system; - Good knowledge and understanding of North Island College programs and courses, as well as good referral techniques to transfer information in the BC post-secondary system; - Excellent interpersonal and coaching skills, communication, and conflict resolution skills and the ability to work effectively with both the public and College staff; - Excellent organizational and time management skills; - Ability to work independently in a busy multi-tasking, heavy volume environment; - Proven ability to work cooperatively as part of a team and use good judgment, tact and diplomacy; - Ability to speak in public, organize presentations, and write information material in a clear and concise manner; - Must possess a valid driver's license; - May be required to work evenings and weekends.
	<p>The College received Special Program Approval by the BC Human Rights Tribunal to give preference to the hiring of a person of Aboriginal ancestry for this position.</p>
%	80
Pay Grade	K: \$27.08 - \$28.76
Location	Mt. Waddington Regional (MW)
Department	Student Services/Mt. Waddington Regional
Work Schedule	Monday - Thursday; 8:30 am - 4:30 pm
Link to Job Description	
Appointment Start Date	01-14-2019
Special Instructions to Applicants	<p>Please scan copies of your transcripts into one document for attachment. If your transcripts are not available at the time of application, please attach a letter or certificate of confirmation from the educational institution.</p>