

Student Services Advisor and Indigenous Supports

Education

Nova Scotia Community College (NSCC) – Truro Campus

Truro, Nova Scotia

2 Year Term

Professional Support

Term Full-Time Position: Commencing approximately June 5, 2017 and ending approximately July 31, 2019

Salary range: \$54, 564 to \$76, 281 annually

Application deadline is midnight, March 30, 2017

Competition No. 2017-054

This is a Designated Competition open only to members of an Indigenous Community

What you'll be doing...

You will be helping students make decisions, solve problems, and meet goals that maximize their college experience. You will work to engage and support a caseload of students – including prospective, transitioning-in, current, and transitioning-out students. You will provide culturally relevant services and supports for Aboriginal students and supporting other Student Services staff in developing awareness and skills in working with students in a culturally inclusive environment. You will be planning and delivering events, activities, and interactions which support student growth, engagement, and leadership. You will be advising students in areas of Accessibility, Career, Enrolment, Finance, Learning, Student Life, and Wellness. For example, you will:

1. Provide opportunities for students to explore career and employment options;
2. Help students make decisions about academic enrolment, options, and policies;
3. Assist students in planning how to meet financial commitments of college;
4. Help student to set and meet academic goals
5. Support students in forming and running chartered student organizations
6. Use recreational, cultural, and social events and activities to engage students.

You will be a member of campus and provincial Student Services and Advising teams, which provide a continuum of integrated services and opportunities to students in-person, online, and in blended environments. You will initiate and build partnerships with Academic Chairs and Faculty in order to provide services tailored to the unique needs and opportunities of students and programs.

What we're looking for...

A collaborative, team player who takes personal accountability to deliver on what is expected in their role and who strives for excellence every day. Committed to life-long learning, occupational currency and a belief

in NSCC's mission, they bring a learning-centered perspective to everything they do. They think broadly, celebrate diversity of thought, and respect the uniqueness of individuals. They flourish in a dynamic, changing and sometimes ambiguous environment by keeping informed and connected within their role and the College. Is this you?

You have:

Minimum qualifications:

- University Undergraduate Degree preferably in Student Affairs, Indigenous Studies, Adult Education and/or Social Science.

Minimum experience:

- Minimum of 3 years recent and relevant occupational experience in post-secondary student services and affairs, career development, adult education and service delivery in Aboriginal settings.
- Preferred occupational experience would include experience providing support services that are culturally relevant and that recognize the rich cultural background and unique learning needs of Aboriginal learners.
- Extensive personal knowledge and first-hand experience of the Aboriginal Community and the challenges in accessing education and training.
- Experience educating, raising awareness and assisting those from a non-Aboriginal background to develop their knowledge of the culture for their use. Knowledge of programs and services with a particular focus on the needs of Aboriginal learners in accessing and being successful in post-secondary education that comes from your personal understanding of life/work issues of the Aboriginal communities.
- Familiarity with relevant computer applications such as data bases, case file management, Microsoft suite of software, digital communication, social media, educational technology and learning platforms.

Minimum skills and ability:

- Ability to plan and provide activities and events supporting student growth, engagement, and leadership; plan and deliver events and services which enhance the Aboriginal student experience
- Excellent communication skills with the ability to work with colleagues and serve students in both physical and virtual environments
- Knowledge of the application of Student Development theories and retention strategies as well as cultural expertise
- Currency in emerging trends, research, and best practices in Student Affairs and supports for Aboriginal learners
- Your demonstrated ability to work with people with diverse backgrounds and knowledge, along with superb presentation, interpersonal and team building skills, make you an ideal candidate.

As a condition of employment, Faculty and Professional Support employees at NSCC must complete NSCC's Community College Education Diploma Program (CCEDP). CCEDP is a two-year diploma that provides a foundation in adult education principles. CCEDP is a significant investment of NSCC in the learning and development of new employees. To achieve regular status; **all probationary, full or part-time Faculty and Professional Support employees** of the College must successfully complete CCEDP within their probationary period. **Term full-time Faculty who are employed for twelve or more months** are also required to participate in CCEDP.

What you'll experience at NSCC...

You'll change lives. You'll join committed individuals as we work to build Nova Scotia's economy and improve quality of life through education and innovation. As an NSCC employee, you'll be part of that change.

You'll find a place to grow. With a lot of opportunity for professional development and collaborative projects, you'll continue to grow and learn throughout your career.

You'll find a place to thrive. Doing meaningful and challenging work in a publically accountable and respectful working and learning environment that is diverse, safe and inclusive. You'll have the freedom to enable innovation, improvement and excellence.

You'll celebrate the uniqueness of individuals. Our college welcomes diversity in both its student body and its employees, and we take every opportunity to become more inclusive. We encourage applications from qualified candidates from all diverse communities including but not limited to aboriginal persons, racially visible persons, people with disabilities and women in non-traditional roles. Applicants from these communities wishing to self-identify may do so by completing an online questionnaire with your application. NSCC offers a competitive compensation and comprehensive benefits package. As a learning-centred organization, we provide opportunities for every NSCC employee to be a life-long learner.

Candidates selected for interviews will be expected to provide at least three recent, relevant references. The successful candidate will be expected to provide official transcripts to show proof of academic achievements.

To apply for College jobs, simply click on the Apply Now Online button. To serve you better, NSCC has a user-friendly on-line application process in partnership with Career Beacon. First time users will complete a basic registration and receive a username and password via email (NOTE: email may appear in "Junk Mail" folder depending upon your mail management configuration). You will then have the option of uploading your existing resume(s) and cover letter(s) in seconds or creating them on-the-spot in the "editor". For more information about working at the College, please visit us at http://www.nsc.ca/about_nsc/jobs_at_nsc/