

**Position Title:** Student Advisor  
**Department:** Student Affairs  
**Reports To:** Director, Student Affairs  
**Hiring Range:** \$63,158 - \$68,165

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### **General Accountability**

The Student Advisor is responsible for providing support and advice to students, in alignment with the University's objective to educate the 'whole person'. The Student Advisor will foster and initiate developmental and transformational approaches to advising. While academic advising and planning will be a significant portion of this advising work, it may also include other campus services and referrals, community engagement, and leadership development opportunities. The Student Advisor works intentionally and collaboratively as part of an Advising Team at SJU, including Academic Departmental Chairs, student leaders, and other colleagues in Student Affairs. SJU Student Advisors offer leadership in implementing strategic priorities to provide comprehensive academic support to SJU students. They also support a variety of services and initiatives in Student Affairs in alignment with the Student Affairs department's objective to 'facilitate and encourage a transformative student experience'.

### **Nature and Scope**

St. Jerome's University provides a culture and environment for employees, which endeavors to promote the mission of the University. Employees contribute to the larger institutional goals and conduct themselves in a manner that fosters the prevailing sense of collegiality among faculty, staff and students.

The Student Advisor supports students in making decisions with regard to academic programs, participation in community events, and leadership development opportunities. They are the primary liaison for academic advising, regulations, and other similar matters, with the Arts Undergraduate Office at the University of Waterloo, and with SJU faculty members involved in student advising. They also work with administrative team members to ensure efficient and effective processes are in place with a perspective of continual improvement and enhanced student experience.

### **Specific Accountabilities**

#### **Student Advising**

- Provides leadership and guidance to SJU Student Affairs and the SJU Registrar for student advising matters
- Collaborates with the Arts Undergraduate Office at the University of Waterloo, and with SJU Department Chairs and faculty members on student advising matters for SJU co-registered students
- Leads the coordination of various services and initiatives provided by the Advising Team at SJU in the implementation of developmental and transformational approaches to advising

- Maintains comprehensive knowledge of relevant SJU and UW curriculum and academic regulations in collaboration with internal, UW and its affiliates, and external colleagues, and advises students accordingly
- Informs and influences decision makers and relevant stakeholders on student advising matters
- Apprises colleagues of any changes to curriculum or academic regulations within the Faculty of Arts, including academic department chairs and how this relates to SJU co-registered students
- Reviews students' eligibility to participate in international exchange programs, co-operative education, and other opportunities
- Develops and facilitates advising processes and academic support initiatives in collaboration with the UW Arts Undergraduate Office and the SJU Advising Team and communicates these to students
- Conducts assessment of requests for program changes and has sign-off authority on course override forms, plan modification forms, petitions, and other similar matters
- Coordinates the academic progression, course sequencing, and advisement for St. Jerome's University co-registered students, including degree requirements, and early alert and intervention strategies and processes
- Develops and maintains an understanding of policies pertaining to student issues and sources of support
- Produces and maintains relevant advising tools and resources, and integrates strategic priorities and approaches to align with the institutional goal to develop and 'Educate the Whole Person'
- Provides financial aid advising and referral to current and prospective St. Jerome's registered students, in collaboration with the SJU Registrar's Office
- Maintains an understanding of guidelines and processes pertaining to St. Jerome's graduating and continuing student awards, providing input for continuous improvement as required
- Develops and delivers communications regarding student advising to staff, faculty, and students
- Makes appropriate and timely student referrals to services and student supports at St. Jerome's University and the University of Waterloo
- Supports and provides coaching for students with mental health and wellness concerns, and students in crisis, and provides referrals as required
- Advocates for students requiring intervention from other service providers both on campus and within the community

### **Student Engagement and Leadership**

- Supports and collaborates with Student Affairs team members to support holistic development of students through student programs and activities
- Fosters meaningful and collaborative relationships with St. Jerome's students, faculty, staff, affiliates, and relevant stakeholders at the University of Waterloo
- Promotes and supports student service-learning activities and faculty involvement on campus and in the community
- Participates in and supports the development, implementation, and assessment of foundational student leadership programming
- Coordinates the recruitment, selection, and training of student leaders who support student advising
- Responsible for the training, development, and day to day supervision of student leaders who support student advising

- Participates in the planning, coordination, and implementation of key annual student-focused events for recruitment, engagement, transition, and retention

### **Working Conditions**

- Typically works University's core hours; flexibility needed for some evening and weekend work
- Regular office environment
- Attends workshops, conferences or meetings that may require travel
- Represents the University at local or out-of-town events as required
- Periodic lifting and carrying of parcels or deliveries
- Active involvement in committees and teams as required to accomplish departmental and institutional objectives

### **Qualifications Required**

- University degree required
- 3+ years of student advising or student life experience required
- Supervisory and/or mentorship experience preferred
- Knowledge of the university environment and the undergraduate experience, with a strong understanding of the First Year university experience, and student transition
- Equity, diversity, anti-oppression, and other training such as ASIST, SafeTalk, and Mental Health First Aid strongly preferred
- Demonstrated ability to work independently and collaboratively as part of a team
- Familiarity with the needs and concerns of students, and commitment to student engagement and success
- Proven ability to manage a large volume of work, conflicting priorities, and deadlines
- Uses diplomacy, tact, and good judgment when interacting with students, staff, and faculty
- Proven ability to communicate with undergraduates, including distressed and academically struggling students, and the ability to deal with confidential information
- Strong organizational, communication, and interpersonal skills
- Presentation and group facilitation experience
- Demonstrated experience with software programs, such as Quest, ASIS, Sharepoint, and Microsoft Office Suite