



Academic Student Advisor

Academic Affairs

Classification: Band C

Salary Rate: \$46,664-56,979 (Based on 37.5 hours per week)

Overview

St. Francis Xavier University is a top-ranking Canadian university seeking an Academic Student Advisor to add to our team. This position is primarily responsible for advising students in the Business programs, but will also provide advise to Arts & Science students.

Responsibilities Include:

- Provision of accurate and timely academic advice to undergraduate students.
- Advising of students both in one-to-one and in group advising sessions of the course options, academic program requirements, eligibility to transfer into programs, regulations, penalties, appeal processes.
- Conducting degree audits to determine whether students meet degree requirements for graduation.
- Maintaining current knowledge of degree regulations and requirements.
- Endorsing, on behalf of the Deans, the basic approvals for Majors, course drop and change forms, other forms related to academic programs & registration.
- Liaison with Deans, Department Chairs, Faculty members, Admissions Office and Registrar's Office staff.

Qualifications/Skills:

- University degree; Master's degree an asset
- Excellent communication skills both oral and written
- Experience working with the interpretation and application of regulations and policies; University experience preferred
- Experience working with students and individuals from a wide variety of backgrounds
- Strong organizational and time management skills as well as an ability to prioritize work demands
- Ability to work both independently and as a team member
- Duties may vary as the advisory support positions in the Academic Advising Office evolve.

Application Instructions

The closing date for applications will be **Tuesday, June 4, 2024**. To apply please submit a letter of application and a resume in confidence to **People & Culture, StFX University** at careers@stfx.ca. Only those selected for an interview will be contacted.

StFX is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

StFX is seeking candidates who are committed to contributing to our priorities of equity, diversity, and inclusion. A demonstrated ability in fostering a climate of inclusion and cultural safety is a strong asset. Preference will be given to applicants who bring lived experience of historically excluded groups.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact People & Culture at hr@stfx.ca or 902-867-5038.

About the Academic Advising Office

The Academic Advising Team falls under the Office of Academic Affairs and are there to assist students in the development of meaningful educational plans. The team of Academic Student Advisors help students accept responsibility of their own education and recommend appropriate resources to answer questions or solve problems related to academic, career, and personal matters.

About St. Francis Xavier University

Established in 1853, St. Francis Xavier University (StFX) is consistently recognized as one of the best universities in Canada. StFX exceeds the needs of today's undergraduates through providing the very best academic experience -- outstanding teaching, exceptional hands-on research opportunities, and global exchanges -- all within Canada's most vibrant and inspiring residential campus. Here, the focus is on the academic and the personal development of every student, making community and social engagement a large part of the learning experience. Our students are academically strong and highly engaged in every aspect of life, determined to make a positive impact on the world.

In 2022, Maclean's annual university rankings put StFX #1 in student satisfaction and #2 in reputation across Canada in the primarily undergraduate category.

For more, visit www.stfx.ca

About Antigonish, Nova Scotia

The beautiful and historic town of Antigonish is located within the northeastern corner of Nova Scotia. Only a 15-minute drive from the ocean and a two-hour drive to major urban centres, Antigonish is a family-friendly community with a diverse and growing population and provides access to excellent education at all levels. The town is surrounded by rolling countryside and beautiful beaches and is a hotspot for outdoor recreation, sports, and other active lifestyle activities. Antigonish supports a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals happening throughout the year.

For more information visit www.townofantigonish.ca or www.visitantigonish.ca.