

Academic Advisor Admissions

Student Support Services

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

A designated hiring practice will be applied. Only applicants who self-identify as members of the following equity-deserving group(s) Indigenous Peoples, will be considered. Please self-identify in your application.

DUTIES

Reporting to the Manager, Academic Advising; the Academic Advisor, Admissions provides guidance and support to prospective Indigenous students to help them make informed decisions related to their academic and career goals. The Academic Advisor, Admissions provides general program information, may review academic policies, admission requirements, and related processes. Using a student-centered approach, the Academic Advisor, Admissions engages with prospective students to understand matters that may affect their academic status and progress; and to identify pathways that may lead to a successful and rewarding learning experience. This should include a culturally appropriate, inclusive, and supportive advising approach when working with Indigenous students, sponsors, and communities.

REQUIRED QUALIFICATIONS

- University Bachelor's Degree is required, which can include a degree in social sciences, counseling, justice, human services, or nursing. A combination of equivalent education and experience in the area of advising may be considered.
- Experience directly related to academic advising, student services, student affairs, and counseling
- Knowledge of NACADA academic advising professional standards, academic advising approaches and strategies
- Knowledge of RRC Polytech's academic programs and locations, as well as student supports and services offered
- Knowledge of policies and procedures and impact on students and their success, and the ability to propose recommendations for change
- Counsels on program and admission requirements, and the ability to propose recommendations for change
- Knowledge of data collection, analysis and interpretation
- Knowledge and understanding of Indigenous culture, history, knowledge systems, practices, and protocols
- Experience in making public presentations and/or teaching experience
- Strong critical thinking skills
- Excellent verbal and written communication skills with the ability to communicate with a variety of internal and external stakeholders
- Excellent interpersonal skills
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement.

ASSETS

- Ability to use a student information system such as Recruit or Colleague, or experience with TracCloud.

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- This position may be required to work throughout the academic year including the summer months
- May be required to work at various RRC Polytech campuses

RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishinew, Dakota, and Dené, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

COMPETITION NUMBER

2024-006

CLOSING DATE

January 25, 2024

SALARY

\$55,494 - \$76,003 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr