



STAFF VACANCY

Brescia University College (www.brescia.uwo.ca), a Catholic university college affiliated with Western University, is Canada's only women's university providing instruction to over 1,500 students. Brescia is currently seeking an experienced and dynamic individual to fill a position as:

SENIOR ACADEMIC ADVISOR

(Temporary Fulltime, June 2017 – May 2018, Salary \$61,549 - \$72,832)

Reporting to the Associate Registrar, Student Success the Senior Academic Advisor is responsible for the design and delivery of programs and material to respond in a proactive manner to student needs in relation to academic advising and progression throughout their degree programs. The position will work closely with the Academic Dean's Office and other student support areas within the University.

The Senior Academic Advisor position requires a detail-oriented individual with the ability to prioritize and multi-task in a busy environment. Excellent computer skills and a familiarity with PeopleSoft are required. The ability to work within a team as well as demonstrating initiative and accountability for individual responsibilities are essential. Qualifications include a university degree and 2 to 3 years of experience working in a university environment in an academic advisory role, specifically demonstrating knowledge of university programs and policies. Excellent interpersonal skills for working with students and communicating policies and procedures as well as organization and presentation skills for the delivery of new and existing program initiatives are required. Demonstration of core advising competencies including, but not limited to - policies/procedures/curriculum associated with Brescia's undergraduate programs, excellent listening skills and coaching skills to support one-on-one advising model, ability to assess and refer students to appropriate resources across campus and understanding of post-graduation options related to Brescia's undergraduate programs.

For a detailed description of the role please email brescia-positions@uwo.ca with your request.

Please submit a letter of application and resume by 4:00 p.m. on Thursday, June 8, 2017 to:

**Brescia University College
c/o Human Resources
1285 Western Road
London, Ontario N6G 1H2
Email: brescia-positions@uwo.ca**

Brescia provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact Human Resources at brescia-positions@uwo.ca