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:

**Preliminary Year Advisor**
*(Temporary Full-time, 2 year Contract, pending budget approval)*
*(Salary Range, $62,790 - $74,292)*

Reporting to the Associate Registrar, Student Success, the Preliminary Year Advisor is accountable for the admissions and transition of students, as well as supporting students in the successful completion of the Preliminary Year program. Working closely with the Recruitment and Admissions Team, the Preliminary Year Advisor is responsible for the assessment of applications and making admission decisions, which will include often complex and individualized assessment for both domestic and international students.

The Preliminary Year Advisor provides academic counsel and advice to all students enrolled in the Brescia Preliminary Year program. Key areas of student inquiry and support include course selection, application and transition into Year 1 academic programs, adhering to academic policies, and regulations. Working in a proactive manner, the Preliminary Year Advisor works closely with other student support services across the Brescia campus. The Preliminary Year Advisor reports to the Associate Registrar, Student Success and also works closely with the Associate Registrar, Recruitment and Admissions. Other key relationships include working collaboratively and consultatively with the Preliminary Year Coordinator, International Program Coordinator and the Vice-Principal, Students.

Qualifications include a university degree and 3 to 5 years of experience working in an admissions or advising position at the post-secondary level, or equivalent credential assessment and administrative experience. Mental health support certification such as Mental Health First Aid Certificate, ASSIST training, etc. is an asset. Excellent judgement, and interpersonal skills, as well as the ability to communicate policies and procedures are required. Also, this individual will be required to present new and existing program initiatives.

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. Tuesday, March 26, 2019, to:

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

The University invites applications from all qualified individuals. Brescia University College is committed to employment equity and diversity in the workplace and welcomes application from women, members of racialized groups/visible minorities, Indigenous person, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at brescia-positions@uwo.ca