



EMPLOYMENT OPPORTUNITY

Advisor, Academic Support Services

ABOUT MARIANOPOLIS COLLEGE

Founded in 1908, Marianopolis is a private English-language college in Montreal specializing in pre-university education for about 2,000 students. A gateway to the world's top universities, the College's record of academic excellence, on-time graduation levels and university-acceptance rates into competitive programs is unmatched in Quebec.

As members of a close-knit community, Marianopolis employees have the opportunity to excel professionally and enjoy generous benefits as well as a stimulating environment associated with working at one of the province's premier post-secondary institutions.

POSITION

Title:	Advisor, Academic Support Services
Reporting to:	Associate Dean, Student Success
Classification:	Academic Advisor
Category:	Professional Staff
Status:	Permanent, full-time
Working Hours:	Weekdays, 35 hours
Hourly Rate:	\$26.66 to \$45.70
Start Date:	As soon as possible

NATURE AND SCOPE

Under the direction of the Associate Dean, Student Success, the Advisor, Academic Support Services, is responsible for the development, implementation, and coordination of services such as tutoring and mentoring, as well as other skills development activities in support of student success and achievement. In particular, the professional in this position will focus on services and programming to students in poor academic standing, students requiring support with language skills, and students with difficulties in specific disciplines.

RESPONSIBILITIES

- Assesses needs and develops, organizes, and facilitates and/or leads activities (workshops, presentations, publications, webinars) to foster students' academic development and success
- Coordinates bridging and other intersession activities and serves as the resource person for these activities

- Collaborates with Academic Departments in implementing initiatives and planning activities in support of student learning and skill development, and makes recommendations regarding trends, practices, and possible new initiatives
- Coordinates the training, scheduling, and supervision of English, French, and Math monitors as well as other related staff as needed
- Engages with students to advise them on student success support services and initiatives and to support them in developing their individual goals and plans related to their learning and university planning
- Performs other related duties as required

PROFESSIONAL ATTRIBUTES

- Excellent interpersonal skills that foster a respectful and inclusive work environment
- Professionalism and good judgment
- Aptitude to independently plan and manage projects
- Accuracy and attention to detail

QUALIFICATIONS

- Bachelor's degree in education or a relevant discipline
- Expertise in study skills and learning strategies
- Teaching experience would be an asset
- Excellent spoken and written English and French (testing may be required)
- Proficient in Microsoft Office (testing may be required)
- Three (3) years of experience in education, preferably at the college level

APPLICATION

Marianopolis College encourages applications from qualified individuals, including women, members of visible and ethnic minorities, Indigenous peoples and persons with disabilities. Only those applicants who are selected for an interview will be contacted.

To apply, please forward a CV, cover letter and copy of your degree (incomplete applications will not be considered) no later than **5 pm on Tuesday, July 5, 2022** by e-mail to careers@marianopolis.edu.