



## **EMPLOYMENT OPPORTUNITY**

### **Advisor, Student Success Plan**

#### **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**

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

#### **NATURE AND SCOPE**

Under the direction of the Associate Dean, Student Success, the Advisor, Student Success Plan, is responsible for the development and coordination of activities and initiatives related to the Marianopolis Student Success Plan. The professional in this position will also collect, analyse, and report on key student success indicators, including data related to university applications, admissions and achievement.

#### **RESPONSIBILITIES**

- Coordinates and facilitates the ongoing evaluation of the Marianopolis Student Success Plan.
- Is responsible for the coordination, development, and implementation of enrichment activities, initiatives, and workshops related to the Marianopolis Student Success Plan in collaboration with faculty, staff and external stakeholders.
- Provides periodic reports following for key performance indicators with a focus on academic achievement.

- Develops and facilitates presentations and workshops on student success data with various stakeholders.
- Engages with individual 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 a relevant discipline
- Excellent spoken and written English and French (testing may be required)
- Proficient in Microsoft Office, especially Excel (testing may be required)
- Three (3) years of experience in education, preferably at the college level
- Demonstrated knowledge of the latest trends in education and student success
- Proven record of leading initiatives that have had a positive impact on a team or organization

### **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](mailto:careers@marianopolis.edu).