



EMPLOYMENT OPPORTUNITY Student Life Counsellor

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:	Student Life Counsellor
Reporting to:	Director of Student Affairs
Classification:	Student Life Counsellor
Category:	Professional Staff
Status:	Full-time, Regular
Schedule:	Weekdays, 35 hours per week
Annual Salary:	\$47,720.40 - \$79,152.00
Start Date:	January 3, 2024

NATURE AND SCOPE

The Student Life Counsellor, in close collaboration with all members of the Marianopolis community, is responsible for enriching the quality of student life through developing, implementing and evaluating extra-curricular activities and programs in support of the College's Strategic Plan and Student Success Plan.

RESPONSIBILITIES

- Creates, presents, and evaluates the annual student life action plan with set objectives that are in line with College's strategic goals.
- In collaboration with the Student Association, is responsible for supporting student clubs and related activities.
- Collaborates with other members of the Student Affairs team on joint projects related to health, mental health, career and volunteering to respond to the needs of the student population.
- Provides support and counsel to students in developing activities, including trips, which are conducive to the overall development of students.

- Represents the College at external committees in the area of Student Affairs, such as the Association des collèges privés du Québec, the Réseau intercollégial des activités socioculturelles du Québec and the Quebec Association of Student Activity Planners.
- Acts as the Student Affairs liaison to the Student Association.

PROFESSIONAL ATTRIBUTES

- Ability to relate well with diverse group of students
- Autonomy; able to work with minimal supervision
- Organized, detail oriented and possess event planning skills
- Creative and enthusiastic about student life
- Demonstrated ability to carry out multiple projects concurrently

QUALIFICATIONS

- Undergraduate degree in an appropriate field of specialization, particularly Recreation and Leisure Studies or a diploma or an attestation recognized as equivalent
- Experience at the college level is an asset
- Experience in Student Affairs and Student Life Animation is an asset
- Proficiency with Microsoft Office
- Excellent communication skills in English and working proficiency in French

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 Friday, November 24, 2023** by e-mail to careers@marianopolis.edu.