

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00597	Pay Grade:	6
JD Title:	Academic Program Advisor	JD FTE Hours:	35
Job Family:	Student Services		

General Description

Responsible for providing academic advice at a program or department level which requires a thorough knowledge of program or department regulations as it pertains to course and program requirements. Also responsible for providing administrative support for a program or department.

Representative Duties & Responsibilities

- Identify and analyze problems with the program and prepare recommendations for review and approval.
- Collect, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
- Advise registered and prospective students of program options and requirements which requires maintaining knowledge of course and program curriculum.
- Ensure that students understand that all course and program selections adhere to established academic, prerequisite, and graduation requirements for the program.
- Assess student priority for limited registration in courses and provide suitable alternatives to meet degree requirements.
- Provide students with information regarding program policies and information about program requirements.
- Review, evaluate, and provide recommendations on applications to ensure students are eligible to transfer into, continue in, and graduate from the program.
- Investigate questions and resolve problems concerning program, curricula, and admissions.
- Act as a mediator between faculty and students when dealing with various issues such as special accommodations, scheduling conflicts, and grades.
- Gather and compile information required for a variety of documents and reports such as program accreditation, enrolment, and degree audits.
- Write a variety of documents such as correspondence, reports, and procedure manuals.
- Contribute to the development of student surveys and disseminate surveys to applicable groups.
- Review applications for a variety of scholarship competitions and ensure they contain the required information and meet the defined eligibility requirements.
- Notify applicants of the status of their application.
- Review applications and provide comments and recommendations to the selection committee for their consideration and approval.
- Monitor budgets and reconcile accounts. Complete financial forms including travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Develop marketing and advertising brochures for a variety of purposes, functions, and events.
- Promote the program to visitors and representatives both internal and external to the University.
- Represent the program at various recruitment events.
- Create content for the program website. Update information and maintain the website.
- Plan and coordinate a variety of departmental events and activities.
- Prepare and work in consultation with faculty and staff to coordinate the program timetable. Ensure that there are no conflicts with student timetables and work with the Office of the Registrar to resolve course conflicts.
- Update and maintain information in a variety of databases and spreadsheets.

Supervision

- Ensure adherence to quality standards and procedures for short-term staff and volunteers.
- Provide orientation and show procedures to others.

Qualifications

- 3 year Community College diploma in Office Administration or related field.
- Requires 3 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to word process documents, enter data into databases and enter financial information into spreadsheets.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
 - Collecting routine information, filing documents, word processing routine documents such as correspondence and forms, and inputting data into databases and spreadsheets.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Identifying and analyzing problems with the program and preparing recommendations for review and approval.
 - Collecting, analyzing, assessing, and summarizing information relevant to the decision making process and developing recommendations for final approval and implementation.
 - Advising registered and prospective students of program options and requirements which requires maintaining knowledge of course and program curriculum.
 - Ensuring that students understand that all course and program selections adhere to established academic, prerequisite, and graduation requirements for the program.
 - Assessing student priority for limited registration in courses and providing suitable alternatives to meet degree requirements.
 - Providing students with information regarding program policies and information about program requirements.
 - Reviewing and evaluating academic records to ensure students are eligible to continue in and graduate from the program.
 - Investigating questions and resolving problems concerning program, curricula, and admissions.
 - Acting as a mediator between faculty and students when dealing with various issues such as special accommodations, scheduling conflicts, and grades.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests and simultaneous deadlines.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

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JD #:	JD00597	Pay Grade:	6
JD Title:	Academic Program Advisor	Total Points:	439
Job Family:	Student Services		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.0	83
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	3.0	39
	5. Education and Experience	D8	72
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	3.0	46
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	2.5	53
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5