

Coordinator of Student Advising
Full-time – Anticipated start date October 2020

The CMU Coordinator of Student Advising administers undergraduate academic advising at CMU. This person will take a holistic approach advising, exploring with students the connections between their academic program, career, and vocational goals. This person will understand academic programs and regulations, interpret them to students, relate effectively to students and colleagues, and have a keen awareness of the academic, vocational, and personal needs of students and the community.

Reporting to the Director of Student Life, the incumbent will also work closely with Enrolment Services, Registrar's Office, Academic Program Administration, and the Practicum Office. The Coordinator of Student Advising will work closely with the Coordinator of Academic Advising in a team to guide students in all areas of academic life. This person will participate in the broader Student Life vision and work with the Student Life team to deliver its programs.

Responsibilities:

1. Coordinate Academic Advising
 - Review and approve student registrations
 - Help students navigate degree requirements by:
 - Filling out and sending students a copy of their degree audit form(s)
 - Interpreting degree requirements
 - Interpreting graduation trajectories
 - Approve letter of permission forms for students taking courses for CMU credit at other post-secondary institutions
 - Assist Students with appropriate course and program selection with an emphasis on advising students in their first two years of study.
 - Facilitate workshops (e.g. note-taking, reading for knowledge, study skills)
 - Assign students to a Faculty Advisor
2. Help students align academic and vocational goals
 - Assist students with choosing a suitable program and major of study at CMU
 - Advise students regarding professional and post-graduate programs:
 - Students who are planning to enrol in further education after graduating from CMU
 - Students who are completing admission requirements for non-CMU programs; i.e. preprofessional studies
3. Coordinate the student retention program
 - Oversee retention tracking
 - Review student satisfaction survey results and facilitate follow-up
 - Work with and assist at-risk students
 - Maintain retention databases
 - Analyze retention data with the goal of improving student satisfaction and retention
 - Conduct exit interviews with students who voluntarily withdraw
 - Work with students to strategize a possible return to CMU
4. Participate with Student Life staff in general program delivery
 - Assist the Vocational Development Committee with vocational resourcing
 - Assist with developing workshops and forums for vocation/career resourcing
 - Assist with resourcing students who are planning to graduate
 - Assist the Student Life team in planning and executing student orientations

5. Other administrative duties

- Maintain degree audit forms
 - Track course additions and deletions
- Prepare new student advising documents annually
- Review new student registration procedures with Admissions Staff
- Reporting duties, including:
 - Bi-weekly spring and summer registration reports
 - Retention reports

6. Committee involvement

- Student Life Department
- Awards Committee
- Academic and Program Council
- Academic Student Issues Committee
- CMU Staff Council
- Student Advising and Vocational Development Committee

7. Other related duties as required

Qualifications:

- A commitment to the Christian church and CMU's mission, purposes and programs
- Master's degree in counselling or education would be an asset
- Understanding of university programs and career options
- Education and experience in student advising
- Administrative experience and ability with strong organizational and problem-solving skills
- Passion for relating to students, and enthusiasm for working as part of a team
- Strong oral and written communication skills
- Skilled in program development and implementation
- Able to mentor students and engage with faculty
- Able to respond effectively to sensitive inquiries and student issues
- Able to maintain effective working relationships with all departments and employees in a team-oriented environment
- Strong Microsoft Office and database knowledge and ability
- Must be available to work some irregular hours as required

Inquiries should be directed to Dianna Robson, Director of Human Resources at 204-487-3300. Applications will be reviewed upon receipt and will be accepted until this position is filled. Applicants should send a resume along with the names of three references, in confidence to hrdirector@cmu.ca or Director of Human Resources, Canadian Mennonite University, 500 Shaftesbury Blvd, Winnipeg, MB R3P 2N2