



### **Academic Student Advisor – 14 month Maternity Leave Replacement**

St. Francis Xavier University is a top-ranking Canadian university seeking an Academic Student Advisor to add to our team for a 14 month term. This position is primarily responsible for advising students in all undergraduate programs in three faculties- Arts, Science and Business. This position is in Salary Band C (\$44,831-54,776) at 37.5 hours/week. The position would begin as soon as possible and end in October 2023.

#### **Responsibilities Include:**

- Provision of accurate and timely academic advice to undergraduate students.
- Advising of students both in one-to-one and in group advising sessions of the course options, academic program requirements, eligibility to transfer into programs, regulations, penalties, appeal processes.
- Conducting degree audits to determine whether students meet degree requirements for graduation.
- Maintaining current knowledge of degree regulations and requirements.
- Endorsing, on behalf of the Deans, the basic approvals for Majors, course drop and change forms, other forms related to academic programs & registration.
- Liaison with Deans, Department Chairs, Faculty members, Admissions Office and Registrar's Office staff.

#### **Qualifications/Skills:**

- University degree; Master's degree an asset
- Excellent communication skills both oral and written
- Experience working with the interpretation and application of regulations and policies; University experience preferred
- Experience working with students and individuals from a wide variety of backgrounds
- Strong organizational and time management skills as well as an ability to prioritize work demands
- Ability to work both independently and as a team member
- Duties may vary as the advisory support positions in the Academic Advising Office evolve.

Deadline for applications is August 8, 2022 at 1:00 p.m. To express interest in this role, please direct your application in confidence to:

**Human Resources**  
**St. Francis Xavier University**  
Email: [careers@stfx.ca](mailto:careers@stfx.ca)

*St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.*

*Our institution is committed to upholding the values of equity, diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous persons (especially Mi'kmaq), racialized persons (especially African Nova Scotians), persons with disabilities, those who identify as women and/or 2SLGBTQ+ and any others who would contribute to the diversity of our community. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.*

*We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at [hr@stfx.ca](mailto:hr@stfx.ca) or 902-867-5038.*