

Administrative Associate Positions, D.1 Student Services

D.1.1 Career Planning and Placement Officer

New Version: D.1.1 Career Planning and Placement Officer

This position reports to the Dean of Students and is responsible for assisting students in finding employment and enhancing their job search skills while promoting the hiring of students to potential employers and encouraging employers to recruit on campus. The position may include duties as follows:

- a) Plan and organize events to assist students in making career choices
- b) Conduct workshops to assist students in enhancing their job search skills
- c) Provide individual consultation to students regarding career and employment concerns
- d) Encourage and assist employers to recruit from campus
- e) Produce promotional materials to advertise the services available to students
- f) Procure promotional materials to inform potential employers about the university and its students
- g) Serve as a resource to Faculties and Departments regarding the employment of their students
- h) Collect, maintain, and report on usage and records of activities
- i) Perform other appropriate duties as assigned by the Dean of Students through consultation with the incumbent.

D.1.2 Indigenous Student Transition Program Coordinator

This position is responsible to the Director, Indigenous Peoples' Centre and Aboriginal Initiatives for the provision of leadership and directives regarding current and new initiatives of the AI and Bee Wagner Indigenous Student Transition Program. This position will consult with Knowledge Keepers, Education Counsellors, Student Services professionals and communities as appropriate. This position aims to enhance access to and success at Brandon University for these learners.

- a) In collaboration with the Director and Knowledge Keepers, determine the direction and long term objectives of the Program and develop and strategic plan
- b) Coordinate the design, delivery and evaluation of the program in response to academic programming and student needs
- c) Facilitate and coordinate the admission and registration procedures and policies for the program
- d) Evaluate the suitability of and academic support required for the program's applicants based on an assessment of their application to the program
- e) Monitor and report overall student progress throughout each semester

- f) In consultation with the Director, Indigenous Peoples' Centre and Aboriginal Initiatives, and the Communications Office, develop, maintain and approve all advertisements and promotional material and/or information related to the program
- g) Recruit students into the program via on and off campus presentations, information fairs, open houses, conferences etc.
- h) Represent the Program on internal and external committees and agencies as needed
- i) Provide information about and make referrals to appropriate resources both on and off campus
- j) Perform other appropriate duties as assigned by the Dean of Students through consultation with the incumbent.

D.1.3 Advisor

New Version: D.1.3 Academic Advisor

This position reports to the Dean of Students. The position may include duties as follows:

- a) Support students in identifying and pursuing their academic goals;
- b) Provide individual and group assistance to current and prospective students regarding degree options, requirements, and progress; use of advising resources; university policies and processes; course planning and registration; and academic standing;
- c) Communicate with current and prospective students through various means, including on-campus appointments, phone contacts, chat appointments, and email;
- d) Develop, implement, and revise programs and resources for academic advising of new and returning students;
- e) Make referrals to, consult with, and liaise with other Brandon University offices and Departments as well as community resources;
- f) Promote advising through participation in Student Services and Brandon University programming and events;
- g) Provide, at students' requests, letters of support and documentation of academic progress to internal committees and external agencies;
- h) Collect, maintain, and report on usage and records of activities for student access to academic advising;
- i) Maintain appropriate files as per legislation
- j) Perform other appropriate duties as assigned by the Dean of Students through consultation with the incumbent.

D.1.6 Student Success Officer

New Version: D.1.6 Student Success Officer

This position reports to the Director, Recruitment and Retention. This position includes duties as follows:

- a) The development and delivery of the university's domestic off-campus recruitment campaign,
- b) Coordinate and participate in career symposiums, in-school recruitment presentations and career fairs, and extended travel with recognized recruiting organizations,
- c) Develop and deliver the university's domestic on-campus recruitment campaign (e.g. Student for a Day program, campus tours, and larger campus events),
- d) Meet with domestic prospective students and parents about programs, services, and application procedures at Brandon University,
- e) Provide and deliver accurate information and advice to domestic students by keeping informed of all relevant university programs, policies, and procedures,
- f) Develop and implement domestic conversion strategies (e.g. calling campaigns, school re-visits, pre-orientation),
- g) Provide direct support for transition to university initiatives (e.g. orientation and student leader programs),
- h) Participate in first year advising, including scheduled meetings with students for first year advising appointments,
- i) Provide direct support for the university retention initiatives,
- j) Train and supervise student assistants as appropriate, including those in the student recruitment and retention assistant role and student leader program,
- k) Collect, maintain, and report on usage and records of activities
- l) Maintain appropriate files as per legislation
- m) Perform other appropriate duties as assigned by the Director of Recruitment and Retention through consultation with the incumbent.

D.1.10 Indigenous Student Success Officer

New Version: D.1.1 Indigenous Student Success Officer

This position is responsible to the Director, Indigenous Peoples' Centre for the provision of services deemed to be appropriate for First Nations, Métis, and Inuit students. The position aims to enhance access to and success at Brandon University for these learners. The position may include tasks as follows:

- a) Provide and deliver accurate information and advice to students by keeping informed of all relevant University policies and procedures

- b) Provide direct support for transition to University initiatives (e.g., advising, orientation, etc.)
- c) Provide direct support for the University's retention initiatives (e.g., Success1, Early Alert, etc.)
- d) Plan programs and services in the areas of outreach, orientation, holistic and developmental advising
- e) Provide academic assistance (e.g., coordinating the use of tutors, Elders, or academic workshops)
- f) Provide information about and make referrals to appropriate resources both on and off campus
- g) Collect, maintain, and report on usage and records of activities
- h) Maintain appropriate files as per legislation
- i) Perform other appropriate duties as assigned by the Director, Indigenous Peoples' Centre, through consultation with the incumbent.