

Memorandum of Agreement

Between Brandon University and the Brandon University Faculty Association

Re: Reclassification of Position in Instructional Associate Health Studies to an Administrative Associate to better reflect the job responsibilities. (see attached job description)

The Parties agree to the following:

- The position of Instructional Associate in Health Studies (C.3.1) be changed to Student Advisor Health Studies and
- The job be re- classification as an Administrative Associate
- The job description in Appendix C 2.3.1 be removed from the CA
- The Job description Student Advisor, Health Studies be added to Appendix D: Job Descriptions for Administrative Associates as D.2.2
- Upon signing of this MOU the revised job description will be posted in the BUFA collective agreement on the HR website.
- Effected September 1, 2016 the positions held by Tracey Collier and Cathy Dernas will be reclassified to an Administrative Associate II and that new employment contracts will be issued to reflect this change.

Date: Oct 25/16

Sharon Koopman

For Brandon University

Doug Ramsey

For BUFA

Student Advisor, Faculty of Health Studies

This position reports to the Dean of the Faculty of Health Studies. The position may include duties as follows:

- a) Participate in the development and implementation of pre-enrolment and on-going advising programs to assist students with academic, personal, social, vocational and financial concerns,
- b) Provide information about and undertake referral counselling to appropriate resources both on and off campus,
- c) Serves as an advocate for students and groups of students,
- d) Participate in the development, maintenance, and assessment of student support systems and programs,
- e) Plan and conduct Orientation sessions for Pre Nursing/Pre Psychiatric Nursing students and for students entering Year 2 of the Bachelor of Nursing/Bachelor of Psychiatric Nursing programs,
- f) Review Applicants for Admission to the Bachelor of Nursing/Bachelor of Psychiatric Nursing programs. Calculate Admission GPA of applicants and ensure admission requirements are met in preparation for Admissions Committee meeting,
- g) Maintain student Immunizations and CPR records to ensure compliance with Department of Nursing/Department of Psychiatric Nursing regulations,
- h) Participate in Recruitment activities/public speaking sessions and maintain promotional program materials to promote the Bachelor of Nursing/Bachelor of Psychiatric Nursing programs,
- i) Perform public relations duties for the Department of Nursing/Department of Psychiatric Nursing within the university and within the community and surrounding area, and
- j) Perform such other duties as may be assigned by the Dean of the Faculty of Health Studies through consultation with the incumbent.