

Professional Associate Positions, B.2 Student Services Positions

B.2.1 Counsellor

New Version: B.2.1 Counselling Therapist

This position is responsible to the Dean of Students for providing counselling and programming appropriate to the Brandon University community as follows:

- a) Provide individual, couple, family, and group counselling for undergraduate and graduate students
- b) Respond to client needs for preventative, developmental, and/or therapeutic counselling. Issues might include educational, financial, career/vocational, personal, interpersonal, and social concerns
- c) Function as a student-centered independent, responsible professional in accordance with professional codes of ethics, legislation, consulting and collaborating with Student Services personnel and faculty/staff on campus within an inter-professional model
- d) Respond to mental health emergencies and other related crises, as appropriate
- e) Provide information to students to facilitate the appropriate use of on-campus and off-campus resources
- f) Train and supervise student assistants as appropriate
- g) Respond to requests by members of the campus community for participation in specialized educational activities (e.g. workshops, seminars, clinical supervision of graduate trainees in practicum or internship experiences)
- h) Collect, maintain, and report on usage and records of activities
- i) Maintain appropriate files as per legislation
- j) Engage in research and scholarship activities as per Article 8
- k) Engage in program development to support student well being
- l) Represent Counselling Therapists on professional and scholarly association committees, task forces, work groups, and other entities at the local, regional, and national level as appropriate to position and area of expertise
- m) Perform other appropriate duties as assigned by the Dean of Students through consultation with the incumbent.

B.2.2 Learning Skills Specialist

New Version: B.2.2 Academic Skills Specialist

This position is responsible to the Dean of Students for providing writing skills, mathematics skills or learning skills services and programming appropriate to the Brandon University community. The position may include duties as follows:

- a) Develop, implement, evaluate and revise academic skills services through appointments with individual students or small groups of students
- b) Develop, implement, evaluate and revise academic skills workshops
- c) Develop, implement, evaluate and revise academic skills resources
- d) Train and supervise student assistants as appropriate
- e) Maintain records of activities and usage data
- f) Maintain appropriate files as per privacy legislation
- g) Engage in research and scholarship activities as per Article 8
- h) Represent Academic Skills Specialists on professional and scholarly association committees, task forces, work groups, and other entities at the local, regional, and national level as appropriate to position and area of expertise
- i) Perform other appropriate duties as assigned by the Dean of Students through consultation with the incumbent.

B.2.3 Student Accessibility Coordinator

New Version: B.2.3 Student Accessibility Coordinator

This position is responsible to the Dean of Students and will collaborate closely with the Student Accessibility Specialist. The position may include duties as follows:

- a) Review documentation, conduct interviews and determine eligibility for accommodations and supports for students with disabilities
- b) Identify and implement effective and reasonable accommodations and supports for students with disabilities, according to established policies, guidelines and best practices
- c) Communicate with faculty regarding the implementation of accommodations and supports for students with disabilities
- d) Provide assistance with grant applications from government and other external agencies for services and supports for students with disabilities
- e) Review relevant legislation and its application to post-secondary sector; assist with policy development and revision as needed
- f) Research and development of new initiatives and programming including partnerships with other areas on campus and external agencies
- g) Develop and implement specialized individual and small group programming for students with disabilities in the areas of academic skills and training with assistive technology
- h) Collaborate with the University community to facilitate access and promote an increased understanding of accessibility
- i) Collect, maintain, and report on usage of activities
- j) Maintain confidential files as per legislation
- k) Engage in research and scholarship activities as per Article 8

- l) Represent Student Accessibility Services on professional and scholarly association committees, task forces, work groups, and other entities at the local, regional, and national level as appropriate to position and area of expertise
- m) Perform other duties as assigned by the Dean of Students through consultation with the incumbent

B.2.4 Director, Office of International Activities

New Version: B.2.4 Director, Office of International Activities

This position is responsible to the Dean of Students. This position is responsible for various aspects of internationalization efforts at Brandon University including, but not limited to, recruitment and retention of international students, agents, and oversight of the English for Academic Purposes (EAP) program. This position may include duties as follows:

- a) Responsible for maintaining current knowledge of federal and provincial regulations and programs for international students. Will recommend admission policy, procedural program and/or rule changes to reflect best practices at other Canadian universities
- b) Responsible for the development and maintenance of the Office of International Activities operating budget
- c) Direct the English for Academic Purposes (EAP) program. Supervise the Coordinator of International Activities and EAP teachers
- d) Implement new revenue streams through the development of international partnerships and formalized agreements with foreign institutions
- e) In collaboration with the Director of Admissions and Awards, admit students conditionally to Brandon University via the English for Academic Purposes Program
- f) Through an understanding of issues, trends and opportunities, strategically recruit students and agents worldwide, both indirectly and directly to the University by annually attending fairs and agent workshops and forging articulation agreements with partnering universities that is consistent with the overall enrolment strategy of the University
- g) Develop and maintain an agent management process
- h) In collaboration with the Communications Office, Director of Recruitment and Retention, Student Services, and Academic Deans, the Director is responsible for creating publications, including an international viewbook and marketing material that complies and is consistent with Brandon University's strategic marketing and enrolment vision
- i) Oversee the development, implementation, and evaluation of programs to support, engage, and retain international students
- j) Establish and promote faculty exchange opportunities
- k) Work to improve the global experience of domestic and international students by establishing and promoting study abroad opportunities, and work with faculty and Academic Deans to globalize student curriculum

- l) Prepare an annual report of activities for the Dean of Students
- m) Provide supports on campus for international students requesting information regarding post-graduate work permits, study permit renewals, permanent residency, and other immigration related questions
- n) Collect, maintain, and report on usage and records of activities
- o) Maintain appropriate files as per legislation
- p) Represent the Office of International Activities on professional and scholarly association committees, task forces, work groups, and other entities at the local, regional, and national level as appropriate to position and area of expertise
- q) Perform other appropriate duties as assigned by the Dean of Students through consultation with the incumbent.

B.2.5 Student Accessibility Specialist

This position is responsible to the Dean of Students and will collaborate closely with the Student Accessibility Coordinator. The position includes duties as follows:

- a) Develop and implement specialized individual and small group programming for students with disabilities in the areas of academic skills and training with assistive technology
- b) Research, develop, and manage specialized support services for students including note taking, tutoring, alternate format and test/exam accommodation services according to best practices for students with disabilities
- c) Hire and train student assistants
- d) Collaborate with the Student Accessibility Coordinator (SAC) as needed
- e) Collaborate with SAC in the development of programs and initiatives for students with disabilities
- f) Collaborate with the University community to facilitate access and promote an increased understanding of accessibility
- g) Collect, maintain, and report on usage of activities
- h) Engage in research and scholarship activities as per Article 8
- i) Represent Student Accessibility Services on professional and scholarly association committees, task forces, work groups, and other entities at the local, regional, and national level as appropriate to position and area of expertise
- j) Maintain confidential files as per legislation
- k) Perform other appropriate duties as assigned by the Dean of Students through consultation with the incumbent.