



Manager, Academic Advising (AQS 41134)
Academic Quality and Strategic Integration
Academic Services

Location: London

Employment Group: Admin

Type of Position: Full-time

Salary Range: \$104,262 to \$139,013

Closing Date: October 6, 2023

Working at Fanshawe College

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

Note: This is a full-time Administrative position (37.5 hours per week) starting November 6, 2023.

Duties: The Manager, Academic Advising, is accountable for leading and managing a diverse range of services to facilitate and support the academic success of students in support of the College's strategic goal to improve and support retention. They will lead a team of Academic Advisors located in Schools across the College. This role works closely with Deans, Associate Deans, and other College leaders, including Student Services, to formulate, develop and implement processes, policies, standards and activities that support student academic success. This role also serves as the College's Academic Appeals Administrator as designated by the Senior Vice President, Academic according to Policy A128.

As part of the Academic Quality and Strategic Integration portfolio, the Manager, Academic Advising is the primary source of advice/advocacy and coordination for student academic success initiatives within Academic Services and will be a team-builder responsible for the establishment, delivery, and oversight of a deliberative and collaborative academic success model.

QUALIFICATIONS

- Post-secondary 4-year honours Bachelor degree in Adult Education, Academic Advising, Student Affairs/Services, and/or Mental Health is preferred
- Master's degree in Education preferred
- Equivalent education may be considered
- Minimum 5 years' management/supervisory experience in a relevant environment/function
- Demonstrated leadership and communication skills together with experience collaborating across a large organization
- Demonstrated skills in active listening, coaching, group facilitation, and conflict resolution
- Excellent skills specific to planning and organization within a fast-changing work environment

- Computer knowledge and skills, including use of Microsoft Office and basic databases as well as academic advising and appointment systems
- Proven research and reporting skills and the ability to drive decisions through the analysis of data
- Demonstrated knowledge of student development theory, approaches, and best practices
- Established knowledge of student academic advising theories, approaches, and best practices
- An understanding of academic operations as well as knowledge of college post-secondary and apprenticeship programs
- Demonstrated experience working with and supporting a diverse student population
- Ability to positively relate to, and build professional relationships with, students, staff, and the public (one-on-one and groups) is essential
- Ability to work collaboratively within a team environment

While transcripts are not required for the interview, they are mandatory prior to any offer of employment.

How to Apply:

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.

Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.