Identification

Position Number: 30851
Position Title: Undergraduate Advisor and Recruiter
Name of Employee: Jacquie Breadon
Department: Faculty of Education
Positions Reports to: Assistant to the Director, Undergraduate Programs
Description Prepared by: 
Date: October 3, 2006  Revised: February 21, 2008

Position Summary

Coordinates all undergraduate advising activities for the Faculty of Education. Advises prospective and registered undergraduate students of the requirements for a Bachelor of Education degree; admission to the Professional Development Program (PDP); minors, certificates and post baccalaureate diplomas in the Faculty of Education; course offerings and prerequisites; approving students into Education Programs and by ensuring that graduation requirements have been met. Recruits students to the Faculty in individual and group interviews on and off campus and at special events by coordinating and participating in student recruitment activities for undergraduate programs and PDP (SFU Open House, Parent’s Information Evening, High School Counselor’s Day, etc.)

Duties and Responsibilities

Undergraduate Student Advising 50%

Provides telephone, written correspondence, email and in-person academic advice to prospective and registered students, on and off campus, for the Bachelor of Education degree (BEd), B.Ed. 2nd degree, Minors in Education, Professional Development Program (PDP), EDUC 404 component of PDP, Post Baccalaureate Diplomas (PBDs) and Certificates by suggesting programs aligned with personal career goals and interests, interpreting University regulations, referring students to other University providers, responding to requests for information on a variety of topics such as program admission requirements, course selection and planning, course registration, future course offerings, degree completion, crisis management, pre-requisites, requisite clearances, waivers, course substitutions, graduation requirements, transfer credit, career options, etc.

Reviews student transcripts on a regular basis and approves applications for BEds, PBDs, minors and Letter of Permission forms, corresponding with students, maintaining student files and confidentiality of records and information, preparing reports, identifying course irregularities etc.
Assists with the training of the Special Programs Advisor and provides direction on advising issues; resolves more complex advising issues encountered by the Special Programs Advisor; creates materials utilized by the Special Programs Advisor; ensures materials required for Special Programs advising sessions reflect the requirements of each program; ensures Special Programs Advisor is aware of any changes to programs; provides the Departmental Assistant at SFU Surrey with support relating to advising issues; provides advising presence at SFU Surrey; ensures SFU Surrey is receiving up-to-date information and handouts as appropriate for their programs.

 Screens graduation applications and forwards recommendations to the Assistant to the Director of Undergraduate Programs, following up as required on any irregularities in graduation requests.

Creates, designs, updates and disseminates program information for all undergraduate programs including the Bachelor of Education first and second degrees; Education minors; Education 404 Advising documents for PDP students; BC College of Teachers Acceptable Degree Policy; and Post Baccalaureate Diplomas.

Refers students to other University services as appropriate such as Student Services, Admissions, Records, Academic Resources, Career Services, Counselling, Financial Aid, and the Student Ombudsman Office.

Liaises with other program advisors regarding letters of permission, transfer credit, joint majors and minors and honors degree programs, etc. to provide and exchange information.

Liaises with the BC College of Teachers and the Teacher Qualification Service regarding certification issues and salary scale to ensure that the advising office has the latest information on policy.

Assists in information systems development, testing and implementation of administrative systems and web site and recommends new and revised changes for advising and recruiting related initiatives.

Provides scheduling information to the Undergraduate Program Assistant regarding EDUC 401, 402, 404 and 405.
**Recruitment Activities**
**35%**
Attends and conducts a presentation at the PDP information sessions (every 3 weeks) and responds to students’ queries regarding the Bachelor of Education programs and PDP. Conducts similar presentations at several local colleges on a regular basis.

Recruits students to the Faculty in individual and group interviews on and off campus and at special events by coordinating and participating in student recruitment activities for undergraduate programs and PDP (SFU Open House, Parent’s Information Evening, High School Counselor’s Day, etc.) Coordinates these events on behalf of the Faculty by recommending event program structure, ensuring that all display material and printed material will meet the needs of the particular audience, evaluates the effectiveness of the recruitment initiatives and considers improvements in content and delivery method for future events. Ensures that the appropriate people are asked to represent the Faculty at a particular event; determines what speakers from the Faculty might be appropriate for a particular event, and coordinates their attendance; and liaises with the organizing body to ensure a successful event. Responds to questions by other faculty representatives, parents, students, teachers, and counselors regarding a wide range of University initiatives.

Represents the Faculty on the Enrollment Management Coordinating Committee by attending monthly meetings, chairing the Faculty team, ensuring the Faculty’s concerns are addressed, providing input regarding enrollment management issues and attending events as a representative of this committee.

Liaises with high schools, colleges and external PDP sites regarding undergraduate programs in the Faculty of Education.

**Administrative Duties**
**15%**
Provides recommendations and collaborates with the Director and Assistant to the Director of Undergraduate Programs regarding new initiatives; revisions to current programs; and difficult situations which need resolution.

Participates on the Undergraduate Programs Committee by providing information or recommendations, conducting research, preparing materials and reports for review, etc. to contribute to discussions and decision-making.

Assists the Assistant to the Director, Undergraduate Programs by ensuring that all undergraduate curriculum changes are reflected accurately in the university calendar and by recommending editorial changes when necessary.

Oversees a filing system of undergraduate records, including copies of all relevant approvals of waivers and substitutions in order to facilitate the checking of graduation requirements. Prepares letters approving waivers and substitutions for signature by the Director of Undergraduate Programs.
Maintains statistical records of numbers of current and past students registered in the Faculty of Education undergraduate programs.

Provides back up for the Assistant to the Director of Undergraduate Programs as required.

Hires, supervises and records hours of temporary support staff. Coordinates schedule and trains incumbent.

**Decision Making**

*i) Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?*

Makes decisions on:
- Students’ academic programs including reviewing and monitoring coursework to ensure degree/certificate requirements are met, authorizing course overloads, approving minors and reviewing and approving PBD programs.
- How to respond to a range of recruitment questions during group presentations;
- How to interpret and apply the regulations outlined in the University Calendar, Faculty and Senate policies and regulations to particular circumstances;
- How to promote undergraduate programs and develop recruiting materials to attract potential students;
- Hires temporary support staff, evaluates performance and handling to grievances to step 2, etc.

*ii) Give some examples of the types of decisions the incumbent would refer to his/her supervisor.*

Appeals from students regarding decisions or procedures which have been implemented according to Faculty of Education policies; calendar entry changes; final approval of presentation materials.

**Supervision Exercised.**

*Indicate the number of employees for whom this position is responsible:*

Number of employees reporting directly to the position. 0  
Total number of employees for whom the position has direct responsibility. 0  

*Note: Supervises 1 Temporary Support Staff (7 to 10 hours week)*
**Supervision Received:**
*Describe the extent to which the supervisor determines the day to day work load of the position and assists in the completion of duties. Explain the nature of the guidance received and how often work is checked or reviewed.*

Works with minimal supervision under the direction of the Assistant to the Director of Undergraduate Programs exercising initiative and managing priorities with respect to workload planning. Meets with the Assistant to the Director to discuss difficult of serious situations not governed by established policies and procedures.

**Unusual Working conditions**
Requires use of a car for traveling to PDP modules at off campus sites, SFU Surrey, and attending recruiting sessions or conducting presentations on behalf of the Faculty of Education.

**Entrance Qualifications**
Undergraduate degree (preferably in Education) and 3 years of related experience in post-secondary program advising OR an equivalent combination of education, training and experience.
Excellent organizational, problem-solving, interpersonal, and communication (oral and written) skills.
Intermediate knowledge of student information systems and software applications (i.e. database, spreadsheet, presentation, web-browsers, and word processing).
Excellent presentation skills.
Ability to design and develop publication materials.
Ability to exercise mature judgment, initiative, diplomacy and tact.
Excellent supervisory skills.
Valid driver’s license and access to a motor vehicle.
Ability to work flexible hours.
Organizational Relationships

Asst to the Director
Undergraduate Programs

Undergraduate Advisor and Recruiter
APSA 7

Approvals

Incumbent’s
Signature: _______________  Date: _______________

Supervisor’s
Signature: _______________  Date: _______________

Signature of Next
Administrative Level: _______________  Date: _______________