STUDENT EMPLOYMENT OPPORTUNITY

**Position:** Student Academic Advisor

**Department:** Student Engagement and Retention, Student Success and Strategic Support

**When:** Immediate start date. Contract is on a term-basis, renewable term-by-term.

**Time Commitment:** The successful candidate:

- Ability to commit to at least 3 consecutive terms, with at least 3 terms of course work remaining in degree
- Must be available during the summer enrollment period (July)
- Position is part-time with fluctuating hours:
  - Advising hours may be irregular
  - During enrollment periods, 4-8 hours/week may be necessary. During slower periods, minimal hours 0-4 hours/week may be assigned
- May potentially remain employed until completion of undergraduate degree, subject to performance review and the unit’s need, with the position renewed on a term-by-term basis

**Eligibility and Qualifications:**

- Must be an active SFU undergraduate student.
- Active SFU undergraduate student, with minimum 60 units towards a Bachelor degree completed (minimum 24 SFU units)
- Previous or current experience in positions that deal with one-on-one, student-to-student support or interaction (e.g. SFU’s Peer Education Program).
- **Declared** major, joint major, honours, or double-minor degree program
- **Minimum CGPA of 3.00 OR minimum GPA of 3.33** in last 24 SFU units
- Excellent interpersonal, oral, and written communication skills
- Excellent problem solving skills, and high attention to detail
- Ability to exercise mature judgment, initiative, and tact
- Skills of sensitivity and confidentiality
- Strong typing skills

**Pay:** $12.75/hr training wage (approximately 60 hours of training)

$16.00/hr advising wage after supervisor-approved-completion of training

**Duties:**

- Advise undeclared students in all SFU Faculties* on requirements for an undergraduate degree
  - *excluding the Schools of Engineering Science, Interactive Arts and Technology, and Contemporary Arts
- Advise students on various platforms, including booked in-person appointments, drop-in advising, LiveHelp instant messaging, and Canvas
- Refer students to academic departments, admissions, records, financial aid, health & counselling, career services, etc.
- Present in front of large audiences in group-advising sessions such as lecture-hall visits
- Assist in the delivery of various academic advising initiatives such as 7-Minute Majors or call campaigns
- Attend monthly team meetings
- Other duties as assigned

*This position deals with information of a highly confidential nature.*

Please submit your application to navdeepk@sfu.ca. Your application must include a cover letter, resume, and advising transcript. Applications must be received no later than 4:30 pm on December 23rd, 2016. Late or incomplete applications will not be considered. We thank all applicants for their interest but only shortlisted candidates will be contacted. We will be contacting shortlisted candidates in January.

If you have any questions about how to submit your application on MyInvolvement, please email myinvol-admin@sfu.ca.