



North West
College

CAREER OPPORTUNITY

INTERNAL / EXTERNAL

Classification: Field, Level 7
Location: North Battleford

Title: Student Services Coordinator
Competition #: 103-BC-2324

Date Posted: April 15, 2024
Start Date: ASAP
Full-time, Permanent
1950 hours per year

Closing Date: April 29, 2024 at noon
Salary Range: As per the Collective Agreement
Starting Wage: \$33.78/ hour

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position. Internal applicants from NWC staff with seniority will be considered prior to outside applicants.

Main Responsibilities:

Reporting to the Vice-President, Academic the Coordinator provides leadership for College wide initiatives associated with student services. These include student recruitment and engagement activities; career, vocational and educational counseling; as well as serving as a primary point of contact for students and the public. The Coordinator ensures that the Student Services Team has access to the information and resources necessary to support students and engage with the community/public. The Coordinator will provide direct supervision and leadership to the Student Services team on the Battlefords Campus.

- Coordinates, implements, and evaluates the student recruitment strategy in collaboration with the Student Recruitment Officer.
 - Liaises with program coordinators and other staff assigned to programming and marketing to develop and implement student recruitment activities.
 - Provides strategic leadership to a multi-disciplinary team delivering necessary supports for student success, ensuring consistency with adult education principles, and College policy and procedures.
 - Leads and participates with the Student Services team in student career planning, educational and vocational counseling services and related workshops for students and the public.
 - Engages students, while leading the Student Services team in counseling students and members of the public, through the post-secondary enrollment and course selection process to achieve an individual's academic success.
 - Researches and remains current with education, training and employment trends, labor market information, occupational responsibilities, salaries, job requirements and the outlook for various occupations.
 - Leads the Student Services team to develop and implement a plan that creates a welcoming learning environment for a diverse student body, while participating in this process.
 - Assists in creating and delivering the Student Services program plan design, to meet emerging and reoccurring trends that contributes to support the College's strategic plan.
 - Assists in establishing target outcomes, evaluation criteria, delivery methodology, resource, facility and support requirements and program budget.
 - Facilitates and monitors student involvement and engagement within the overall College experience and provides leadership to the student services team to assist instructors and students in achieving a positive and successful learning experience.
 - In conjunction with the Vice-President, Academic supervises staff including but not limited to directing workflow, monitoring quality of work, staff orientation, coaching performance assessment through Program Operational Plans (POP).
 - Assists in developing and evaluating the Student Services team's delivery of a student engagement plan, which empowers and motivates all students to contribute to improving the collegial environment of the college.
 - Collaborates with other College staff and partners to facilitate program objectives, improve the quality of programs and enhance the College's effectiveness and image.
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- Collaborates in developing and leading Internationalization strategies, including, but not limited to visa application process and settlement.
- Assist in developing and implementing an alumni engagement strategy.
- Performs other responsibilities as may be assigned to contribute to the success of student learning and a positive participation experience.
- Travel will be required.

Qualifications, Knowledge, Education and Skills:

- A recognized Bachelor's Degree in a relevant field to the position (e.g. human services).
- Demonstrated experience in assessment and development of goal setting and training plans.
- Project management experience is an asset.
- Experience in a student services lead position will be considered an asset.
- A combination of relevant education and experience applicable to the position may be considered.
- Knowledge of and the ability to apply adult education principles, methodologies and practices.
- Knowledge of the Saskatchewan education system and protocols.
- Knowledge of the principles of organizational policies and procedures and collective bargaining agreement terms and conditions and ability to communicate to staff to assist them in working effectively.
- Demonstrated client focus and interpersonal skills to set and execute a relationship strategy that defines issues and dealing with sensitive situations.
- Superior written communication skills and effective public relations and public speaking.
- Demonstrated competence and recent experience in the use of technology such as Zoom, Microsoft Office Suite, Outlook, Internet and Social Media platforms, with the ability to learn and adapt to changing technology.
- Demonstrated skills in collaborative problem solving, analysis, and accountable leadership.
- Demonstrated team building skills, the ability to work in a collaborative team setting, and maintain a respectful workplace.
- Ability to organize and align human and financial resources, program delivery processes and technology to meet program and corporate plans.
- Ability to research, analyze and assess information to develop and prepare reports, proposals, recommendations and items for decision.
- Critical thinking skills.
- Must possess a valid Saskatchewan Driver's License and be willing to travel as required.
- Ability to lift and carry boxes and supplies for rural sites. The boxes weigh approximately 25 lbs.
- A satisfactory criminal records check is a condition of employment with North West College.

If you are interested in this position with the College, **please complete an Application for Employment**. The application is located on the website at www.northwestcollege.ca. Please provide a letter to Human Resources outlining how you meet the qualifications, skills, abilities and experience as identified in the posting.

Submit Applications to:

Human Resources
North West College
10702 Diefenbaker Drive
North Battleford SK S9A 4A8
Fax: 306.445.2254

Please Quote Competition #103-BC-2324

NWC thanks all those who applied however only those selected for an interview will be contacted.

Email: nwrccareers@northwestcollege.ca