PEA Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th># 999111, 999113, 991980</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Student Adviser/Admissions Officer</td>
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<tr>
<td>Department:</td>
<td>Office of the Associate Dean, Faculty of Education</td>
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<tr>
<td>Reports to:</td>
<td>Manager Undergraduate Programs</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct 0 Indirect 0</td>
</tr>
<tr>
<td>Classification Level</td>
<td>SG 8</td>
</tr>
<tr>
<td>Last Updated</td>
<td>March 2, 2017</td>
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2. Position Summary

Faculty of Education Advising supports prospective, transfer, and current undergraduate students through program advising, course selection and degree completion.

The Student Adviser/Admissions Officer actively consults and collaborates with students, and reviews academic transcripts, to provide information, referrals and advice that will support students’ planning and decision-making as it relates to their degree and life choices. The incumbent responds to a broad range of queries from students, parents, faculty and staff, including in-person, telephone and email communication. The incumbent also evaluates applications to teacher education programs, assists with recruitment events, and is responsible for a large portfolio of related administration.

As a result of the nature of the duties and responsibilities of this position, occasional evening and weekend work may be required.

3. Key Responsibilities and Expectations (identify 3 to 5 key responsibilities and expectations for each)

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<tr>
<th>Key Responsibilities. % of time</th>
<th>Expectations:</th>
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<tbody>
<tr>
<td>Advise prospective, newly admitted and current undergraduate students 35%</td>
<td>• Collaborate with students to enhance their knowledge of program requirements and establish an understanding of educational needs; • Develop a shared understanding of the student’s, Admissions Officer and Student Adviser’s, and University's responsibilities. • Advise students in-person, by telephone and email on a wide-range of academic matters, admission requirements, and teacher certification regulations. • Support students on potentially sensitive matters.</td>
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<td>Adviser administrative processes 30%</td>
<td>• Establishes and maintains confidential student records to manage advising, admissions and program progression. • Maintains related correspondence to a broad range of queries to and from students, parents, faculty, staff and Ministry of Education. • Prepares, adjusts and updates the degree audits (CAPP reports), including faculty graduation approval. • Prepares and updates student advising handouts, including information for BC college transfer students. • Make referrals as appropriate (Chairs, Director, Associate Dean,</td>
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### Teacher education admissions processes (30%)
- Evaluates approximately 500 teacher education applications annually using admission criteria published in the university calendar, established guidelines set by the faculty, and certification regulations set by the BC Ministry of Education’s Teacher Regulation Branch.
- Liaises with UVic faculty and staff as well as other external bodies including Undergraduate Admissions, Undergraduate Records, Indigenous Education Co-ordinator/Adviser, and Teacher Education Program Leads and Teacher Regulation Branch.
- Conveys decisions to Undergraduate Admissions and Records through the Applicant Information Review System (AIRS).
- Conveys decisions to applicants, as well as additional information to support reasons for the decision.
- Provide advice for future admissibility when appropriate.

### Support student recruitment (5%)
- Contributes to the development of recruitment materials.
- Represents the Faculty at recruitment events on and off campus.

### 4. Classification Factors:

#### Problem-Solving:
The Student Adviser/Admissions Officer encounters situations that will require effective problem-solving within established guidelines, procedures and precedents. Investigation is sometimes required to modify methods and procedures.

This position requires a combination of judgment and experience to coordinate information in a variety of formats and from various sources. Examples may include tracking down missing documentation, determining that a student has sufficient background in a subject area.

#### Responsibility for Financial & Material resources:
May make recommendations for small purchases.

#### Responsibility for Human Resources:
General direction will be provided by the Manager of Undergraduate Programs. The position provides indirect guidance for one administrative assistant.

#### Impact of Decisions and Actions:
Individual advising has a moderate effect on individual students who hold responsibility for resulting actions and decisions. The Student Adviser/Admissions Officer has access to highly confidential data including student information and related records and must act in accordance with related University policy and procedures.

Work is reviewed for effectiveness upon completion of projects or major phases of projects. Informed guidance is available if required.

#### Independence:
This incumbent will be expected to make day-to-day decisions related to adjusting priorities, advising others and responding to immediate concerns while adhering to guidelines and procedures. The incumbent is expected to make recommendations on more significant issues, priority development/adjustment, and substantive challenges to the Manager of Undergraduate Programs for decision as appropriate.
This position requires personal initiative to improve existing processes and determine the general prioritization of workload due to seasonal peaks.

This position requires independent decision-making regarding admissions and student advising, with consideration to guidelines established in the university calendar as well as those internal to the faculty.

5. **Summary of qualifications:** What is the minimum amount of education, training and experience required to perform the duties of the position?

A bachelor's degree and 2 years academic advising experience that includes using student record systems, MS Office (Word, Excel, PowerPoint) effectively, and demonstrated communication, writing and presentation skills.

Equivalent combinations of education, training and/or experience may be considered.

Preference may be given to applicants with experience or thorough knowledge of the University of Victoria's academic programs, policies and procedures.

In addition, this position requires:
- a genuine interest in the student experience;
- a commitment to UVic's strategic goals regarding student recruitment, equity and retention
- a dedication to maintaining a high level of accuracy and confidentiality;
- the ability to communicate effectively and engage others to effectively collaborate and achieve results;
- an ability to prioritize and make appropriate decisions and to meet deadlines in a fast-paced environment
- an ability to work independently and as part of a team
- effective information gathering and analytical skills.

<table>
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<tr>
<th>Employee’s Signature:</th>
<th>Date:</th>
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| Manager’s/Supervisor’s Signature | Date: |