



CAREER OPPORTUNITY

INTERNAL / EXTERNAL

Classification: Field – Level 6

Title: Student Services Associate –
Engagement & Special Projects

Location: North Battleford

Competition #: 58-BC-2122

Date Posted: October 25, 2021
Term: ASAP – June 30, 2023
Term, Full Time

Closing Date: November 8, 2021 at noon
Salary Range: As per the Collective Agreement
Appendix A

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 applications from NWC staff with seniority will be considered prior to outside applicants.

Main Responsibilities:

Reporting to the Manager, Student Services and Meadow Lake Campus this position is responsible for coordinating and facilitating the Student Engagement Strategy and provides backup Student Service Associate supports to students. This position is responsible for fulfilling the obligations of grant funders who are financially supporting specific Indigenous engagement and student mental health and wellbeing activities. The Student Services Associate – Engagement & Special Projects is responsible for:

- ◆ Coordinate and facilitate the delivery of a regional-wide student engagement strategy.
- ◆ Coordinate, support and facilitate special projects related to student engagement and success.
- ◆ Deliver activities that foster inclusion and develop a campus community that is respectful of diversity.
- ◆ Identifying challenges and opportunities related to inclusion. Research best practices, prepare reports and collect data to support findings and recommendations.
- ◆ In collaboration with the Supervisor, develop a budget, track expenses, and ensure accountability for program funders and grant funding agencies.
- ◆ Create and submit narrative reports to grant funders and supervisor as required.
- ◆ Evaluate project outcomes and goals based on grant parameters adjusting programming as needed.
- ◆ Responding to the needs of blended program delivery by creating opportunities for virtual presentations and activities including recording and editing. Host live events ensuring technology requirements are set for streaming or recording for future use.
- ◆ Proactively monitors student participation and academic progress, communicates expectations and policy and follow up with students to ensure program compliance.
- ◆ Develops and implements retention management strategies, identifies barriers affecting student's performance and develops activities and workshops to improve success.
- ◆ Develops and maintains contact list for outside agencies and ensures students are aware of community resources for support.
- ◆ Communicates with Program Coordinators regarding students, issues and processes.
- ◆ Establishes and maintains effective working relationships with leaders of community agencies.
- ◆ Serves as an advocate and liaison for students, responds to students' issues, mediates conflicts and may refer student to the Student Services Associate qualified to traumatic event response or refer to an appropriate agency.
- ◆ Maintains confidential client and administrative records, tracking and reporting of services.
- ◆ Collaborate with College staff and partners to facilitate program objectives, improve quality of programs and enhance the College's effectiveness and image.
- ◆ Other duties as assigned.

Qualifications, Skills, Abilities and Experience:

- A minimum two-year diploma in a Human Services or Behavioural Sciences field,
- Two years of project management experience, that would include needs identification, budgeting, research and negotiating with partners.
- A combination of education and experience applicable to the position assignment may be considered.
- Preference for someone who has experience in a student support, youth care worker, counselor or social worker role.

- ◆ Demonstrated competence and recent experience in the use of technology such as Zoom, Google Classroom, Microsoft Office Suite, Outlook, Internet and Social Media platforms, with the ability to learn and adapt to changing technology.
- ◆ Demonstrated knowledge of multicultural beliefs, values and perspectives with emphasis on First Nations and Metis and ability to work in a cross-cultural environment, promote and encourage diversity, individual dignity and mutual respect.
- ◆ Ability to understand community services and resources and the extent to which these services support the citizens of the community.
- ◆ Ability to establish and maintain a network of community contacts and partnerships.
- ◆ Comfortable speaking to a large groups
- ◆ Ability to work independently, to plan, schedule and organize one's own work with minimal supervision.
- ◆ Ability to plan and conduct interviews with individuals who may display a broad range of emotions, in order to gather relevant information, assess risk factors, capacities and potential need to access services.
- ◆ Ability to respond to emergent circumstances, remain calm, provide appropriate short-term intervention and referral to appropriate agencies, and the ability to recognize when to extricate from the situation.
- ◆ Ability to advocate on behalf of clients to ensure access to educational opportunity, employment, community resources or services in order to address barriers to independence and promote well-being.
- ◆ Ability to develop, deliver and evaluate workshops and provide individual counseling to improve the success of the students.
- ◆ Mediation skills in order to resolve conflict.
- Ability to assess client interview data regarding life situations, educational attainment, employability, life aspirations and other circumstances to determine the extent to which available programs and services may address client's needs.
- Ability to organize and present information in a concise, complete and timely manner, which allows others to understand the reasons for a recommendation or decision.
- Ability to exercise good judgment, recognizing the relevance or merits of alternative assumptions and perspectives and the extent and weight of evidence supporting each in arriving at a decision or recommendation.
- Must possess a valid Saskatchewan Driver's License.
- Must be willing to work field hours, which involves working according to the demands of the position including evening, weekends & overtime when necessary.
- This position will be required to travel, most travel is within the geographical area, and some overnight stays might be necessary. Some provincial travel may be required.
- Ability to lift and carry boxes of books and supplies for rural sites. The boxes weigh approximately 25 lbs.
- A recent, satisfactory Criminal Record 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, knowledge, education and skills 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 #58-BC-2122

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

Email: nwrccareers@northwestcollege.ca