

Academic Advisor, Registrar's Office

We invite applications for the position of Academic Advisor in the Registrar's office. This is a full-time term appointment for approximately one year.

Reporting to the Registrar, and in close consultation with the Coordinator of Academic Support Services, the Academic Advisor will oversee the coordination of all activities related to academic advising for incoming new students. The Academic Advisor will also provide academic advising support to all undergraduate students at every year level through to graduation, including advising prospective grads and their Program Advisors of degree compliance problems through the degree audit process. The Academic Advisor will be a resource for Faculty Advisors and Program Advisors. To view a position description, visit our web site at www.mta.ca/hr/employment.

The successful candidate will have a university degree or a combination of relevant education and experience. A working knowledge of university academic programs is required. Excellent interpersonal and written and oral communication skills are also required with the strong ability to work independently and in a team environment. In addition, the successful candidate must have demonstrated experience with word processing, spreadsheet, and database software programs.

If you are interested in the challenges and opportunities that this position has to offer, please forward your application on or before November 15, 2011 to:
Human Resources Department, Mount Allison University
65 York Street, Sackville, NB E4L 1E4 Fax: (506) 364-2385, E-mail: hr@mta.ca

