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CLASS SPECIFICATION

EDUCATIONAL PLANNING & ADVISING OFFICER

NATURE AND SCOPE OF WORK

Reporting to the Dean or Director and in collaboration with university faculty, deans, and business leaders, the Educational Planning & Advising Officer will identify and support the academic and experiential learning (such as work-integrated learning, project based activity, Mitacs projects) needs of students.

This is specialized interviewing, educational planning and advising work with an administrative and a public relations component. An incumbent in this position is primarily responsible guiding students through academic advising and finding partnerships within the community that will further student academic plans and career options via experiential learning opportunities.

They will represent Capilano University to students, education partners and the business community. They seek opportunities to align goals of these stakeholders and enhance the student learning experience.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Advises on admissions to the University, which includes the transferability of credit from a variety of educational documents.
- Assists students with educational planning/advising to ensure courses/programs selected meet the requirements of the profession chosen.
- Communicates with students prior to registration and assists them with the process.
- Assists students in resume writing and the completion of forms. Prepares students to meet the expectations of experiential learning partners and programs

- Attends and speaks at parent meetings, career fairs and high schools and holds group information sessions as well as one-to-one interviews. Attends and speaks at community events, and business networking events for the purposes of finding connections and opportunities for partnerships.
- Represents the objectives of the university as established by the supervisor and networks with chambers of commerce, professional associations, employers and non-profits for the purposes of expanding and enhancing student opportunities.
- Coordinates activities with - University project leads and internal stakeholders to develop experiential learning opportunities that focus on the needs of students at the regional campus
- Build and maintain localized presence and a strong network of local contacts.

Develops and produces external newsletters and materials for potential learners, program partners and other stakeholders.

- Disseminates and promotes understanding of experiential learning best practices and opportunities
- Work collaboratively with community partners in support of expanding and sustaining mutually beneficially experiential learning experiences
- Contributes to the CapU repository of student-, faculty-, and community-focused experiential learning resource materials
- Maintains inventory of courses and programs with experiential learning components
- Develops and tracks experiential learning activities on a term by term basis – e.g. number of students, courses, programs, community partners, types of WIL activities, etc.
- Participates in marketing and the promotion on the benefits of the varies opportunities for experiential learning to students and externally to industry, via a range of promotional strategies and materials that will increase external partnerships and increase placement opportunities for students.through Social media and other venues
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).
- Performs other duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of applicable policies, rules, regulations and procedures that govern University and division activities.

- Considerable knowledge of the University's programs, courses and activities offered and of viable alternatives available for programs not offered by the community.
- Considerable knowledge of the various criteria used in determining eligibility for admission and registration at the University.
- Considerable knowledge of certificate, diploma, degree and graduate degree programs in British Columbia post-secondary educational institutions.
- Considerable knowledge of the British Columbia High School system and the role of high school counsellors.
- Knowledge of current research in experiential and work-integrated learning, including best practices
- Working knowledge of interview techniques.
- Ability to establish and maintain effective working relationships with other employees, students and the general public. Must build and maintain local relationships with an emphasis on understanding and knowing the needs of the coastal communities.
- Ability to interview and assist students with admission procedures, educational planning and academic advising.
- Ability to address large or small groups in formal or informal settings.
- Proven ability to independently manage complex projects.
- Proven ability to liaise with employers, municipalities, and community partners to identify opportunities for incorporation into courses and/or programs across the University as a whole.
- Demonstrated organizational and self-management skills including time management and the ability to prioritize, multi-task and attend to detail
- Ability to work independently and in a team environment, manage time well, and communicate effectively while taking a service-oriented approach and consultative decision-making

REQUIRED TRAINING AND EXPERIENCE

- Completion of an undergraduate degree in Education or a related field such as business communications
- Two years of experience in an educational institution as an advisor/counsellor about post-secondary education requirements and options OR two years of experience in a post-secondary institution in the areas of assessing students' admissibility or academic preparation for post-secondary education.
- Experience building and developing relationships with employers and community partners.

- Experience in a wide-range of community outreach, development and engagement work; experience in work-integrated learning development an asset.

REQUIRED CERTIFICATES, LICENCES AND REGISTRATIONS

- Valid Class 5 B.C. Driver's Licence.