

Background

The SGPS Student Advisor Program provides general information, advocacy, advice, and support services to graduate and professional students related to academics, employment issues, and university life. Issues discussed with Student Advisors are held in complete confidence, unless where disclosure is required by law.

Eligibility

Applicants must be full-time graduate or professional students that are members of the Society of Graduate and Professional Students (SGPS). Applicants may be required to demonstrate funding eligibility (i.e., entering year 1 or 2 of a Master's degree, or entering year 1, 2, 3, or 4 of a PhD degree) in order to qualify for a Dean's Award.

Key Responsibilities

- Provide confidential support to students with academic or university-related issues by informing them of pertinent rules or regulations, promoting student self-advocacy, seeking potential resolutions and/or by making referrals to on or off-campus resources, such as the Health, Counselling, Disability Services, the School of Graduate Studies, graduate coordinators, etc.
- Assess each student issue and determine appropriate action in the context of relevant University policies and procedures based on the merits of the case
- Maintain client records and files in a secure, confidential fashion
- Promote informal resolution and mediation approaches, where possible
- Consult with more qualified persons on-campus if the grievance is beyond the scope of the advisor while protecting student privacy (e.g., criminal matters, health issues, human rights issues)
- Facilitate educational sessions for graduate and professional students to provide awareness and understanding of the SGPS Student Advisor Program
- Maintain and submit individual monthly time sheets to the VP Graduate
- Prepare semi-annual reports (i.e., at the end of the Fall term and Winter term) for the School of Graduate Studies, making recommendations on the program as appropriate

Qualifications

- Experience in a student advocacy role or a peer mentorship role
- Experience working with the principle of confidentiality and a client's right to privacy
- Awareness of the variety of challenges facing students, including matters of sexism, racism, homophobia, ableism, and other forms of discrimination and marginalization and the effect of these issues on their ability to complete their studies
- Familiarity with alternative dispute resolution mechanisms
- Experience in facilitating training sessions
- Demonstrated knowledge of the services available to students on campus
- Demonstrated knowledge of the Ontario Human Rights Code, including grounds for discrimination such as race, religion, gender, sexual orientation, family status and disability.
- Demonstrated knowledge of the University's policies and procedures pertaining to academic and university life (e.g., Code of Conduct, School of Graduate Studies Regulations, etc.)

Consideration may be given to an equivalent combination of education, skills and experience. More information about the Student Advisor Program can be found at:

<http://www.sgps.ca>

Remuneration

The annual salary is \$12,000. Student Advisors are required to work an average of 10 hours per week. There is room for flexibility in summer hours, but they must be coordinated with the schedules of other Student Advisors.

Advisors are required to hold office hours, respond to emails, submit periodic reports, and participate in activities that raise student awareness of the Student Advisor Program.

To Apply

To apply for this position, please send your resume and cover letter to the VP Graduate, Irene Karagiorgakis (vpg@sgps.ca). Alternatively, you can submit your application documents in hard copy at the SGPS office.

Deadline for applications can be found here:

<http://www.sgps.ca/jobs/jobs.html>