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## SUPPORT STAFF POSITION OPPORTUNITY

**Job Title:** Student Support Advisor – Youth Transition Program  
**Division/Department:** Community Outreach & Workforce Development  
**Campus:** North  
**Reporting To:** Manager, Community & Partnership Development  
**Hourly Rate:** \$27.18  
**Competition #:** 2019-957  
**Classification:** Support Staff  
**Job type:** Temporary Part-time

### SUMMARY OF DUTIES:

Working with the Manager, Community & Partnership Development and the Youth Transition Program Steering Committee and Advisory Committee, the Student Support Advisor plays a key role in the support of Humber's Youth Transition Program for out-of-school youth, 19-29 years of age, who are looking to make a successful transition to post-secondary studies. The incumbent will meet with students, both individually and in small groups, to assist them in connecting with resources on campus and help to build an environment supportive of student success. The incumbent will provide academic advising to youth registered in the program and will provide information regarding student support services, college policies, monitoring student progress, as well as organize workshops to support students' development.

The incumbent will also be required to assist with providing pre-admission advising to prospective students, making referrals to Humber's Community Employment Service Centres and community agencies, facilitating recruitment and information sessions. In addition, the incumbent liaises/collaborates closely with other Advisors, Program Coordinators, and College staff to assist with the design and implementation of the program, provide updates on students and projects, and assist with the overall execution of the program. Lastly, the incumbent will support graduates of the program by providing ongoing advising on a variety of academic issues ensuring they receive ongoing support as they continue to pursue their academic goals and keep timely case management records for monitoring and evaluative purposes.

**Hours of Work:** 24 hours per week  
**Duration of need:** Monday June 17 – March 31, 2020

**Skill Testing Required:** YES

### QUALIFICATIONS:

The successful candidate will possess a minimum 3 year diploma or degree in a field related to Adult Education, Social Sciences, Community Development, or a related discipline. Certificate or professional designation in Adult Literacy or Counselling Techniques is an asset. A minimum of 3

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years of progressive experience in an educational environment or a combination of education and social services environments where responsibilities included assessing and advising youth on pathways, and preparing and delivering presentations and workshops is required. Additional qualifications include: experience working in a diverse learner-centric environment; excellent written and verbal communication skills; strong organizational, problem solving, and critical thinking skills; and proficient knowledge of MS Office Suite.

**\*We thank all applicants for their interest in this position. However, only those selected for an interview will be contacted.**

**Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek qualified individuals from equity seeking groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Recruitment Coordinators will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.**

**OPEN DATE: June 13, 2019**

**CLOSE DATE: June 20, 2019**

**A detailed job description for this position is available in HR Services. All candidates are asked to submit a cover letter and resume to HR Services by applying online at: [www.humber.ca/careers](http://www.humber.ca/careers)**