



Guidance Counsellor

Location: Clarendville Campus

Job Opening ID: 10798

Full-Time, Temporary

Commencing: August 26, 2019 until June 19, 2020

Deadline to Apply: August 21, 2019

INTERNAL POSTING

Job Information

DUTIES: Provide guidance and counselling services including individual, career, and group counselling. Counselling Services directly support the mission of College of the North Atlantic by engaging in activities that facilitate the student learning experience, student success, and the efficiency and effectiveness of Student Services.

Counsellors are committed to accessible, professionally delivered services that are responsive to the needs of all students. Counsellors are an integral part of Student Services committed to helping students achieve academic progress and personal growth.

Counsellors also liaise and work with staff and administration on behalf of students through committees and on an individual basis; administer and interpret standardized tests associated with individual career and group counselling; deliver student support courses such as job search training, study skills and related activities. Other duties may include assisting with student affairs activities such as student council, recreation programs, winter carnival, student aid and other campus activities including orientation, special events and tours.

QUALIFICATIONS: The successful candidate will have a sound working knowledge of current counselling techniques and assessment instruments. Well-developed communication, analytical and organizational skills, as well as the ability to work independently and as part of a collaborative team while establishing and maintaining effective working relationships in a teaching environment are essential to this position. Candidates must have a strong commitment to student success strategies and initiatives. The required knowledge and skills would normally be acquired through the completion of a Master's Degree in Education with a major in Educational Psychology or Counselling supplemented by relevant work experience. Knowledge of Adult Education Theory and Practice, along with practical and theoretical knowledge of assessment tools and practices, as well as eligibility for membership in an appropriate professional association and experience in academic, career, personal and financial counselling would all be considered assets.

SALARY: Commensurate with qualifications and experience in accordance with the College of the North Atlantic Faculty Collective Agreement.

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply online complete with resume at www.cna.nl.ca. Names of three professional references including a current supervisory reference as well as original transcripts will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Iris Phillips, Human Resources Consultant at iris.phillips@cna.nl.ca or by phone at (709) 466-0254.