



Student Development Officer (Student Life)

Location: Ridge Road Campus – St. John's

Job Opening ID: 11288

Temporary, Full-Time

Commencing: As soon as possible to March 31, 2020 with the possibility of an extension

Deadline to Apply: February 21, 2020

INTERNAL POSTING

DUTIES: The Student Development Officer is responsible for planning, developing and delivering a variety of student services and activities of a non-academic nature for prospective students, current students and alumni for College of the North Atlantic's Ridge Road Campus. This position will engage students and oversee all student life activity on campus. Duties may include but are not limited to, coordinating student events (i.e. orientation); promoting college programs regionally; providing support to student council; organizing campus tours for various groups; taking a lead role on various committees (i.e. scholarship committee, graduation committee, etc.); assisting with student recruitment initiatives; acting as a liaison with high schools; providing assistance to students and/or graduates on matters related to employment support services and career opportunities; coordinating peer tutoring; providing support, guidance and advocating for students and faculty in all aspects of student life (i.e. student post-secondary transition, student aid, accommodations, student appeals, scholarships, awards, etc.); and performing other related duties as required within student services. The successful candidate must be willing to use own vehicle for travel within the region and must be willing to work outside of regular hours on occasion. This position is included in the bargaining unit (NAPE, Support Staff).

QUALIFICATIONS: Candidates are required to demonstrate a strong experience in and knowledge of student life and student engagement strategies as it relates to event management in a post-secondary environment. The ability to develop and maintain effective relationships with students, faculty and staff while being able to work independently under minimal supervision is essential. Candidates must also be able to manage a complex set of priorities utilizing effective organizational and time management skills. This position requires a strong collaborator who is highly motivated and enthusiastic about post-secondary student success and improving the overall student experience. Excellent problem solving abilities in addition to strong written and oral communication skills and a proven comfort level with public speaking is critical to the success of this role. The required knowledge and skills would have been obtained through the successful completion of a Degree in Social Sciences, Education or Business Administration (or related) supplemented by relevant work experience in higher education with a focus on student engagement.

SALARY: CG-E33- \$50,687.00-\$56,383.60 per annum

College of the North Atlantic is an Equal Opportunity Employer.

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

Please apply online complete with resume at www.cna.nl.ca. Proof of credentials and names of three professional references, including a current supervisor reference, 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 Sheila Lane, Human Resources Consultant at sheila.lane@cna.nl.ca or by phone at (709) 738-4329.