



ST. THOMAS MORE COLLEGE

UNIVERSITY OF SASKATCHEWAN

Position: Student Advising and Career Readiness Officer

Department: Student Services

Status: Term (19 months starting October 1, 2025)

Full Time Equivalent: 1FTE

Salary Range: \$30.23 to \$36.55 per hour [Staff Level 6]

Positions Available: 1

St. Thomas More College (STM) is the Catholic liberal arts college federated with the University of Saskatchewan (USask) and located on the USask campus in beautiful Saskatoon. Through its federation with USask, STM offers over 220 Arts and Science credit courses to USask students. In our mission statement, we affirm that “through our teaching we are devoted to a partnership of learning and growth with our students which addresses the synthesis of faith and reason in all aspects of the human condition. The creative discovery of truth and its open dissemination nourishes our life as teachers and members of the wider academic and Catholic intellectual community.”

Primary Purpose:

The St. Thomas More College (STM) Student Advising and Career Readiness Officer serves as a key form of student assistance, one that supports both the academic journey and career-readiness preparation and support for post graduation.

The Student Advising and Career Readiness Officer assumes the primary role of coordinating academic advising activities for the College and to ensure accurate and timely academic advice for our students.

The Student Advising and Career Readiness Officer additionally works directly with students to provide career-readiness development through a wide range of services and activities. These activities may include hosting career-related events and speakers related to Liberal Arts majors and creating employer connections. The Officer will provide direction on academic programming to help the student make career-based decisions as well as work in conjunction with USask Career services for career assessment, individual career counseling or coaching, on-campus interviews, job postings, resumé writing, and cover letter writing support. The Officer will develop internship opportunities, build a database of internship resources, and assess and evaluate other services through post-graduation surveys and other measures.

Nature of Work:

Reporting directly to the Associate Dean, work is cyclical and therefore subject to internal and external deadlines. Peak academic advising periods are September, January, May, and June.

Accountabilities:

1. Academic Advising (0.7FTE)

- Provides academic advising to students through drop-in, email, in-person, videoconference, and telephone appointments.
- Assists students with course selection, academic planning, and interpretation of academic policies and procedures. The position provides educational planning and transfer support.

- Advise students on degree requirements and strategy for completion of academic requirements.
- Advise students on resolving problems with course schedules.
- Advise students on appeals process.
- Works collaboratively with other departments in STM College as well as members of the College of Arts and Science and University of Saskatchewan.
- Provides appropriate and timely and accurate information, statistics and/or research to supervisor regarding matters of advising.
- Contributes to new and ongoing programming in Student Services that emerges as a function of the College plan as well as stemming from enrolment management priorities.
- Engages in professional development and training activities.

2. Career Readiness (0.3FTE)

- Support students in employment, career decision-making and strategy, further education, and work-integrated learning opportunities.
- Develop a database on internship opportunities to be made available to students.
- Collaborate with community partners to advertise internship opportunities for students.
- Host career-readiness events including speakers in liberal arts careers.
- Work with STM Alumni and other community partners to develop Internship opportunities.

Other responsibilities:

- Helps students achieve well-being through active participation in a range of programs and services that promote healthy behaviors and supports students in responding to the challenges they experience.
- Gathers, maintains and provides information and statistics related to employer and student engagement at events in preparation for university strategic reports.
- Assists in preparing and executing surveys to help plan career development offerings.
- Other duties as assigned.

Qualifications:

- An undergraduate degree in the liberal arts is required.
- Completion of the Academic Advising Extended Education Program, University of Manitoba is preferred.
- Strong competency of USask course/degree requirements .
- Minimum of two (2) years of experience in academic advising is preferred.
- Two (2) years of experience at a higher education institution is preferred.
- Possession of a valid driver's license and access to a reliable vehicle is preferred.

Working Conditions:

- The job responsibilities are performed in an office area and presentation venues.
- The job has intermittent periods during which continuous physical exertion is required such as independent mobility between work areas, standing, stopping, bending, climbing, lifting material or equipment, some of which may be heavy (8-25 lbs.).
- Must meet reasonable deadlines, quotas or demands for accuracy and may be involved in some situations requiring professional judgement and tact.

Knowledge, Skills and Abilities:

- Demonstrated professional experience in an administrative, coordination, or liaison role within a post-secondary environment; experience in student support services for a minimum of two years are preferred.
- Demonstrated ability to work effectively in diverse team environments.
- Demonstrated experience in planning, scheduling, logistics, and/or project management.
- High level of attention to detail, accuracy, and proven discretion in dealing with confidential and sensitive matters, required.
- Excellent interpersonal, diplomatic, oral and written communication skills.
- Ability to manage confidential information in a professional manner.
- Excellent computer-application knowledge (including word processing, spreadsheets, databases, and web) as these relate to the academic environment.
- Demonstrated experience in planning, scheduling, logistics, and/or project management.
- Experience with promotions, communications and multiple social media platforms, and with editing/preparing documents and text for promotional use, media outreach, and student communication bulletins.

APPLICATION:

Interested candidates should email their resumé to the attention of the Associate Director of Human Resources at humanresources@stmcollege.ca. Review of applications will begin on August 25, 2025 and continue until the position is filled.

In accordance with Canadian immigration requirements, this advertisement is directed in the first instance to Canadian citizens and permanent residents. St. Thomas More College (STM) is committed to diversity within its faculty and staff complement. Underrepresented groups include those identified in the federal Employment Equity Act - women, visible minorities, Indigenous peoples, and persons with disabilities - including, but not limited to, LGBTQI2+ people, and members of other designated groups are encouraged to self-identify on their application. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Additional information about STM and the University of Saskatchewan is available at <https://stmcollege.ca/>. **Only those invited for an interview will be contacted.**