

Academic Advisor - AA2 (AESES)

Faculty of Education

Position number: 37676

Date posted: April 13, 2026

Job details

Academic Advisor - AA2 (AESES)

New Project Full-Time (Budget Funded)

Full-time:	Yes
Permanent:	No
Work schedule:	35 hours/week (Monday to Friday, 8:30 am - 4:30 pm)
Salary:	\$28.83 to \$40.63 per hour (\$52,470.60 to \$73,946.60 per annum)
Appointment Dates	May 4, 2026 to October 15, 2027
Trial/Probation period:	840 hours worked

For more information please contact: Iryna Tsybukh, HR Coordinator -
Iryna.Tsybukh@umanitoba.ca (2044746829)

Qualifications

MINIMUM FORMAL EDUCATION/TRAINING:

- University Bachelor's degree in a related discipline is required.

EXPERIENCE:

- Two years of directly related Student/Academic Advising experience at a post-secondary institution is required.
- Knowledge of student support services is required.
- Knowledge and experience in interpreting and advising students on related policies and procedures is required.
- Experience working with adults preferred.
- Knowledge of University of Manitoba policies, procedures and academic regulations preferred.
- Proficiency with computerized on-line student record systems preferred.

- An acceptable equivalent combination of education and experience may be considered.

SKILLS AND ABILITIES:

- Proficiency with Microsoft Word and Excel software is required.
- Demonstrate sensitivity in working with students from diverse cultural and linguistic backgrounds and in working with students with disabilities is required.
- Must have excellent written and interpersonal communication skills.
- Must be organized and able to set priorities and meet deadlines.
- Demonstrate ability to multitask and show initiative is required.
- Must have a sensitive, helpful disposition and be able to exercise tact and good judgement.
- Must be able to relate well to the general public, especially to students and future students.
- Demonstrate ability to work alone and collaboratively in a team environment essential.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.

OTHER JOB RELATED QUALIFICATIONS:

- Knowledge of the programs offered by the Faculty of Education (undergraduate) an asset.

Key responsibilities

- ~~Provide pre-application assessment and guidance on admission requirements for Faculty of Education programs.~~
- Support applicants throughout the application process.
- Maintain current knowledge of course offerings and rotations to ensure accurate advising.
- Assist students with web registration, including troubleshooting issues such as incorrect term selection, course conflicts, and registration errors.
- Complete registration on behalf of students when necessary.
- Remove registration blocks, apply overrides, and report system issues while maintaining up-to-date knowledge of registration systems.
- Advise students on course selection, program planning, and access to timetables and booklists.
- Provide detailed advising on Faculty of Education programs, including the After-Degree B.Ed. and Post-Baccalaureate Diploma in Education, and, as needed, the M.Ed. and PhD programs when other Academic Advisors are unavailable.
- Interpret and apply Faculty regulations and policies.
- Process special permission requests related to course capacity, prerequisites, and timetable conflicts.
- Assist with registration revision processes.

- Assess individual student situations and provide guidance on available academic options, outlining implications for programs, coursework, and academic standing.
- Demonstrate sensitivity, discretion, and professionalism when supporting students facing academic and personal challenges.
- ~~Assist students in accessing financial resources, as well as employment and housing information when needed.~~
- Provide guidance on time management, academic progress, and institutional processes.
- Prepare letters of support for funding or sponsorship applications.
- Make recommendations to the Academic Standings Committee and Associate Dean regarding academic status, including probation, suspension, retroactive withdrawals, deferred exams, and policy exceptions.
- Authorized Withdrawals.
- Review and assess requests for authorized withdrawals, including the collection and evaluation of supporting documentation.
- Handle confidential information with discretion and refer cases to the Associate Dean when required.
- Assess and approve requests for deferred examinations across all examination periods.
- Exercise sound judgment and empathy when handling sensitive personal and medical information.
- Refer complex cases to the Associate Dean as appropriate.
- Connect students with appropriate on- and off-campus support services, including counselling, learning supports, student advocacy, healthcare services, and financial resources.
- Serve as a resource to academic staff on Faculty and University policies and procedures.
- Provide feedback and recommendations to Associate Deans (Undergraduate and Graduate), Department Heads (CTL and EAFP), and staff regarding the development and revision of policies, procedures, and academic materials.
- Serve as a key resource to Associate Deans, Department Heads, faculty, staff, and students on University and Faculty policies and procedures.
- Review and assess academic standing for both graduating and non-graduating students at the end of each term and during graduation periods.
- Process and/or approve a range of academic requests, including medical deferred examinations, letters of permission, grade changes, time extensions, leaves of absence, and transfer credit requests.
- Provide recommendations to the Associate Deans on cases involving compassionate grounds.
- ~~Act as the primary liaison with the Faculty of Graduate Studies for the processing and submission of graduate level requests (e.g., M.Ed. and PhD forms) requiring final approval.~~
- Manage direct correspondence with current and prospective students, as well as the general public, regarding admission requirements, degree requirements, program planning, and related inquiries.

- Develop, maintain, and update advising tools and resources for students and the University community.
- Participate, as resources permit, in university and community outreach initiatives.
- Maintain comprehensive knowledge of in-person, online, and registration revision procedures to support students in Faculty of Education programs, as well as non-Education students seeking to enroll in Education courses.
- Troubleshoot registration issues, including lifting blocks, applying overrides, and coordinating with campus offices to resolve student concerns in a timely manner.
- Support registration across programs including the Bachelor of Education, Post-Baccalaureate Diploma in Education, M.Ed., and PhD programs.
- Work with a diverse range of student categories, including current students, prospective students, Special Students (SS), and Visiting/Occasional Students (VS/OS).
- Demonstrate advanced knowledge of student information systems to manage registration, assess student records, and allocate course spaces.
- Maintain up-to-date awareness of system updates and changes.
- Utilize Microsoft Office and related software to support communication and documentation, including letters of support where required.
- Act as a liaison with campus partners to effectively resolve registration-related issues and improve processes.
- Develop and deliver presentations and informational sessions for prospective students and the broader community on Faculty of Education programs.
- Build and maintain partnerships to support outreach and recruitment initiatives, including collaboration with school divisions and community organizations.
- Contribute to a collaborative team environment within the Dean's Office by supporting colleagues during peak periods and assisting with academic program-related activities as needed.
- Other duties as assigned.

Additional information

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring, promotion and tenure (where applicable) for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities).

If you require accommodation supports during the recruitment process, please contact UM.Accommodation@umanitoba.ca or 204-474-7195. Please note this contact information is for accommodation reasons only.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of "The Freedom of Information and Protection of Privacy Act" (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.