



## Employment Opportunity

# EDUCATIONAL COUNSELOR

Reference No. QSL-ADM-EC-0719

### **Purpose:**

Reporting to the Quw'utsun Syuw'entst Lelum Director, the successful candidate will provide academic counselling and support for secondary Aboriginal students while working in collaboration with a variety of resources, including the Post-Secondary Advisor, parents, and secondary schools. This is a full-time permanent position.

### **Responsibilities:**

- Liaise with a variety of stakeholders, such as students, parents, secondary school staff and Post-Secondary Institutions
- Liaise with university student advisors to ensure students are informed about eligibility requirements for their selected program
- Develop a learning plan based on student's career goals
- Provide academic counselling, and support strategies for developing learning plans and goals
- Provide information on academic programs and courses to prospective and current students
- Ensure proper file management, which includes ensuring all documents are filed appropriately, following up with students if needed
- Prepare budgets and reports as per funding requirements
- Participate in a variety of internal and external working groups as directed by the Director
- Refer students to internal and external resources when appropriate
- Communicate current opportunities for students such as bursaries, scholarships, work opportunities, and scholar events
- Coordinate career fairs, career exploration assessments/workshops and post-secondary institution tours
- Other related duties

### **Required Education and Experience:** *(please attach all corresponding documents)*

- Bachelor's Degree in Education or a related field
- 2-4 years' academic counselling experience

### **Required Skills, Knowledge and Abilities:**

- Knowledge of Cowichan culture, customs, and traditions
- Knowledge of UCEP, Vocational and Post-Secondary programs
- Knowledge of Ministry graduation requirements (Grade-12)
- Knowledge of internal, external and community resources for students
- Well-developed written, oral, and interpersonal skills
- Time management with the ability to multitask
- Must be a supportive team player committed to student success

*Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.*

**Please Quote: Reference No. QSL-ADM-EC-0719**

Human Resources Department, Cowichan Tribes  
5760 Allenby Rd. Duncan, BC V9L 5J1

**Email:** [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

**Website:** <http://www.cowichantribes.com/employment>

**Deadline: 4:00 p.m. Monday August 12, 2019**