



Student Success Counselor

Hours: 0.5 FTE until April 30, 2025

Wages: To scale.

Beginning Date: As soon as possible

Contact: Please submit your CV to hr@prairie.edu

POSITION MISSION:

This position exists to support the mission of Prairie to “to establish God’s kingdom by equipping and mentoring individuals through biblically integrated education for life and careers that will meet the greatest needs of the world.” The Student Success Counselor provides specific and individual assistance to students who need/require educational help with their studies.

DUTIES AND RESPONSIBILITIES:

General responsibilities include but are not limited to those noted below. Student Success seeks to support students academically. We recognize that academic success does not occur in isolation but is intrinsically linked to time management, rest, organization, social realities, and much more. As a Student Success Counselor, the primary responsibilities are:

- Supporting students with specific assignments
- Coaching students on effective time management practices
- Designing semester schedules to manage required assignments and assessments
- Discipling students into seeing how their academics are a part of their faith walk
- Providing feedback on writing, and then instructing students on how to strengthen their work
- Providing a safe place to share struggles whether academic or otherwise

QUALIFICATIONS:

- Knowledge of and adherence to Prairie’s mission, vision, core values, statement of faith, and Community Covenant
- Understanding of and commitment to the local church
- Bachelors degree
- Verbal and written English proficiency
- Must have the ability to work in and contribute to a team
- Excellent written and oral communication skills
- Excellent computer skills and competency with Microsoft Office
- Enjoys working with people
- Ability to multi-task and work in a busy environment
- Quick learner



- Highly organized
- Attention to detail.
- Ability to relate well to college-age students as well as community members

ACCOUNTABILITY:

- Reports to the Director of Student Success and to the Academic Dean.

- In accordance with the standards of the government, preference will be given to qualified applicants who hold Canadian citizenship or are a permanent resident of Canada.
- Prairie's goal is to close the search process as soon as a qualified applicant is found. However, applications will be received until the position has been filled by a qualified person.