



Employment Opportunity

SERVICE AREA:	Post Secondary
DEPARTMENT:	Old Sun Community College
POSITION:	Adult Education and Post Secondary Career Guidance Counsellor
WAGE:	Wage based on Education and Experience
TERM:	Permanent Full-Time
DATE POSTED:	June 11, 2026
DEADLINE	June 24, 2026

General Statement of Duties:

Provides educational, career, and personal counselling to prospective and current students. Maintains career and educational resource information, advises clients on eligibility requirements for funding programs, including the Siksika Nation Post Secondary Student Support Program (SNPSSSP.) and University College Entrance Preparation Program (UCEPP), Alberta Foundational Skills Funding Program, , and supports Adult Education and High School Upgrading initiatives. Assesses and recommends applicants for sponsorship, administers post-secondary, Alberta Foundational Skills Funding Program, Adult Education funding programs, and serves as a liaison between students, educational institutions, organizations, and community committees.

Supervision Received: Reports to Old Sun Community College (OSCC) President

Supervision Exercised: Reviews and approves monthly student sponsorship payments and invoices for OSCC UCEPP and Post Secondary funded students.

Duties and Responsibilities:

- Provide students with educational and personal counselling.
- Provides referrals to more in-depth counselling services when necessary
- Assists students in selecting courses, programs, and required prerequisites to support their educational goals.
- Collaborates and works closely with OSCC's post-secondary program coordinators, registrar, teaching faculty and administration team to monitor student progress and ensure funding requirements are met.
- Discuss educational requirements as part of career planning and developing plans to help individuals reach their career goals.
- Helps students with disabilities or injuries to enter or re-enter education to deal with adjustment difficulties.
- Arranges referral services for students in need of future counselling.
- Conducts research concerning opportunities for further education and training and curricula offerings of various post-secondary institutions.
- Maintains career resources that include college and university calendars, technical and vocational school calendars, the Alberta Transfer guide, government programs, career booklets and brochures, job search skill booklets, scholarship information, and other relevant information applicable to students.
- Provide students with information on various post-secondary institutional policies and procedures including academic admission requirements, courses available, financial assistance and vocational possibilities.
- Inform students of available scholarships, bursaries and funding grants.
- Meets with students in person to discuss any educational or funding concerns.

- Maintains records related to eligibility and approval of funding, overpayment, the academic progress and attendance records of students enrolled in post-secondary and adult education institutions, and other pertinent information.
- Inputs and updates student data into computer using appropriate database.
- Arrange interviews with clients making program inquiries.
- Conducts correspondence, prepares reports and other related duties as required by the college.
- Participates in student orientation sessions.
- Proctors exams for various educational and employment institutions.
- Works closely with Post Secondary Student Support Program (PSSSP)
- Assumes responsibility for ensuring that all tuition, books and living allowance expenses provided do not exceed the allotted budget for the fiscal year within the PSSSP and UCEP program.
- Attends college, university, and career fairs to stay informed about new programs, services, and educational opportunities.
- Receives and reviews incident reports, meets with students involved, and facilitates resolution of issues and concerns.
- Performs other related duties as assigned by the President.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Education

- Bachelor's degree in Education, Counselling, Social Work, Human Services, Career Development, Indigenous Studies, or a related field is required.
- Master's degree preferred in Education, Counselling, Social Work, Human Services, Career Development, or a related field.
- Strong counselling, communication, and interpersonal skills.
- Proficiency in computer applications and office procedures.
- Ability to work effectively with students, educational institutions, government agencies, and community organizations.
- Knowledge of post-secondary education, student funding programs, and adult education services.
- Strong organizational skills and ability to maintain confidentiality.

Other Factors:

- Must be familiar with Siksika Language, culture, and history.
- Must have respect for Siksika cultural traditions and ensure its inclusion within the overall curriculum of the Old Sun Community College.
- Works with a team at varying capacities and must be able to work independently.

Resumes and cover letters should be emailed to rhonda.healy@oldsuncollege.ca before 4:30 pm of the posting closing date.

IMPORTANT: All applicants must include the following:

1. Diploma/Certificates and or/other pertinent related documents.
2. Clear Criminal Record Check.
3. A valid driver's license.
4. A list of three references who will be sending letters of reference directly to OSCC.

Please Note: Only **complete** applications will be considered. OSCC wish to thank all applicants and advise that only those will be selected for an interview will be contacted.