



314 Airport Road,
Tyendinaga Mohawk Territory, ON
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P. 613.396.2122
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Employment Opportunity

Academic Advisor

1 Year Contract

Hybrid

About FNTI (First Nations Technical Institute)

Since establishment in 1985, over 4000 students have graduated successfully from FNTI with certificates, diplomas and degrees, granted in partnership with Ontario's Colleges and Universities. An Indigenous post-secondary institution, FNTI offers programs targeted at Indigenous learners across a wide range of post-secondary disciplines including aviation, health, business, and public administration. FNTI delivers programming locally through its main campus in Tyendinaga on Ontario's beautiful Bay of Quinte, as well as in numerous community locations throughout Ontario.

Description:

The Academic Advisor – Student Course Recovery Specialist is responsible for supporting students at risk of academic failure or those who have been unsuccessful in their courses. This role emphasizes proactive intervention, personalized recovery planning, and holistic academic advising to help students regain momentum in their educational journey.

Grounded in Indigenous values and perspectives, the advisor collaborates with students, faculty, learning strategists, and support services to develop and execute strategies that promote academic success and retention. This role combines individualized case management with advocacy to ensure a culturally responsive and supportive learning environment.

Responsibilities:

Student Case Management

- Maintain a caseload of students identified as at risk or unsuccessful in one or more courses.
- Conduct one-on-one advising sessions to assess academic challenges, barriers, and personal circumstances.
- Develop individualized course recovery plans, incorporating strategies such as tutoring, time management, and study skill-building.



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- Provide referrals to appropriate support services, including accessibility accommodations, counseling, or financial aid resources.

Academic Monitoring and Support

- Track student progress regularly, monitoring milestones and updating recovery plans as needed.
- Communicate proactively with students about recovery goals, deadlines, and available resources.
- Collaborate with learning strategists to design and deliver targeted workshops or support sessions, such as test-taking strategies or study skills.

Faculty Collaboration

- Partner with faculty to understand course requirements, identify performance gaps, and address academic challenges.
- Facilitate discussions with faculty on academic expectations, assignment completion, and grading policies as they relate to individual recovery plans.

Advocacy and Retention

- Advocate for at-risk students to ensure they have access to necessary resources and accommodations.
- Recommend retention strategies and program adjustments to improve course recovery outcomes.
- Collaborate with institutional leadership to address systemic barriers impacting student success.

Data Tracking and Reporting

- Use the Student Information System (e.g., ORBUND) and Learning Management Systems (LMS) to document advising interactions, track student progress, and maintain accurate case notes.
- Prepare weekly and quarterly reports summarizing recovery efforts, student success rates, and recommendations for improvement.



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Holistic and Culturally Responsive Support

- Provide advising that incorporates Indigenous knowledge, cultural perspectives, and traditional teachings.
- Collaborate with Cultural Advisors to integrate cultural supports into recovery plans.
- Engage students in culturally grounded activities that build resilience and community connection.

Qualifications:

Required:

- Bachelor's degree in Education, Counseling, Social Work, Indigenous Studies, or a related field.
- 2+ years of experience in academic advising, student support, or a related role.
- Strong interpersonal and communication skills, with the ability to work empathetically with diverse student populations, particularly Indigenous learners.
- Experience with case management, academic recovery planning, and retention strategies.
- Proficiency in Microsoft Excel, including the ability to create, modify, and analyze spreadsheets.
- Experience with Excel functions such as formulas, pivot tables, charts, and data validation.
- Knowledge of student support systems, accessibility accommodations, and academic policies.
- An acceptable Criminal Record Check.

Preferred:

- Master's degree in Higher Education Administration, Counseling, or a related field.
- Knowledge of Student Information Systems (e.g., ORBUND) and Learning Management Systems (LMS).
- Proficiency in data analysis and reporting tools to track student progress and outcomes.
- Familiarity with Indigenous pedagogy and community-based education approaches.

Key Competencies:

- Demonstrates empathy and commitment to supporting student success through individualized advising and planning.



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- Deep understanding of and respect for Indigenous worldviews, traditions, and ways of learning.
- Identifies barriers and develops creative, practical solutions for student recovery and success.
- Works effectively with faculty, staff, and community members to support students.
- Manages a caseload of students while maintaining accurate records and meeting deadlines.
- Uses data to monitor student progress and inform improvements in recovery strategies.
- Proactively ensures students have equitable access to institutional resources and accommodations

Conditions of Employment:

- Willing and able to travel on occasion as well as work overtime as required
- Successful candidates must provide a satisfactory Vulnerable Sector Check

Notes:

- This role involves a combination of in-person and virtual advising sessions.
- Occasional evening or weekend availability may be required to meet the needs of students.
- Travel may be necessary for meetings with students, faculty, or community events.
- All qualified applicants are encouraged to apply, however FNTI provides preference to those applicants with Indigenous ancestry who self-identify.
- Must be legally entitled to work in Canada, specifically Ontario.
- This is a new position posting.
- Starting hourly rate of \$27.66.

Applications will be accepted until September 12, 2025

To Apply:

To express your interest in this position, please submit your cover letter, resume, and two references to [FNTI Careers — FNTI](#)

Thank you for your interest. Please note only those selected for an interview will be contacted.



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FNTI is committed to creating an accessible and inclusive organization. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC), applicants may request accommodation related to the protected grounds at any stage of the hiring process.