



## Job Posting: Academic Advisor & Director of Boarding

The National Ski Academy (NSA) is a non-profit registered charity established in 1986 to provide an environment for student athletes to maximize individual potential through the pursuit of alpine ski racing excellence, academic achievement and personal growth.

Our home at 200 Oak Street in Collingwood, Ontario provides the facilities necessary for Canadian and international alpine athletes to pursue their ski racing dreams. The renovated 12,000 square foot *Tornavene* mansion offers classrooms, study hall, a gymnasium and weight room, tuning room, boarding for up to 35 student/athletes and a kitchen with a full-time chef.

In addition to elite ski racing programs, the NSA prides itself on its comprehensive academic programs and “education that travels”. We are a Ministry-inspected private school offering courses at the university level for grades nine through twelve.

Starting in January 2022, we are seeking Academic Advisor who will also serve as the Boarding Director for our house supervision staff. This is a full-time position.

With strong communication skills, attention to detail, expertise in postsecondary planning, and a proven ability to build a caring rapport with students, the successful candidate will be a critical member of the NSA faculty. The role is designed for an individual who supports student-athlete social and emotional well-being, provides academic planning and post secondary application support, and plans and executes programming to support student success and pathway planning. Our preference is that the candidate will be an Ontario Certified Teacher.

Reporting to the Head of School, the Academic Advisor and Boarding Director will:

- Maintain up-to-date notes and record keeping of student athlete meetings, including tracking of graduation requirements, student athlete academic progress and outcomes and supporting the course selection process
- Provide guidance throughout the postsecondary investigation and application process
- Design and deliver programs to support the unique needs of high-performance student athletes including workshops, webinars, etc. (*i.e. liaison visits, campus tours, application workshops*)
- Work with house supervision staff to manage boarding student athlete concerns
- Assist with student emergencies; act as a vital liaison between student-athletes and faculty including: house supervision staff, the chef, other teachers, coaches and the Head of School
- Adhere to the policies and procedures contained in the NSA Family Handbook and NSA Staff Handbook
- Remain flexible and undertake any other responsibilities, in a variety of circumstances, as may reasonably be required by the Head of School

The successful candidates must have:

- Strong interpersonal communication, verbal and written skills
- Calm, caring demeanor; conflict-resolution skills
- Detailed knowledge of the postsecondary planning and application process including familiarity with: OUAC, OCAS, Common App, UCAS and other postsecondary application processes
- Knowledge of Ontario Ministry of Education policies including: graduation requirements, Ontario Student Transcripts, Ontario Student Records
- Experience in areas related to student academic and career success
- Ability to promote critical thinking, build confidence, and act as a role model
- Have or obtain a satisfactory Vulnerable Sector Police clearance
- Competency with Microsoft 365, including OneNote and Outlook

Preferred qualifications include:

- Ontario Teachers' Certificate or equivalent experience
- Experience with the Independent School system in Ontario and Ontario Ministry of Education inspections
- Experience with Boarding Schools, or other residential living situations
- Knowledge of postsecondary pathways for high-performance athletes
- Familiarity with myBlueprint and REACH Boarding App would be considered an asset
- Current Standard First Aid and CPR Level C certificate
- Fluency in other languages (*i.e. French, Spanish, German*) would be considered an asset

If you are interested in this position, and are comfortable working in a non-traditional academic environment, please forward your resume, copy of certificate of qualifications (if applicable) and cover letter in confidence to [twalsh@nsa.on.ca](mailto:twalsh@nsa.on.ca).

Your application matters to us. We will begin to review applications as they are received. The NSA is committed to fostering an inclusive, equitable and accessible environment where everyone feels valued, respected and supported. While all applicants are thanked for their interest only those chosen for interviews will be contacted.