



West Island College (WIC)

Founded in 1974 and conveniently located in suburban Montreal, West Island College (WIC) is two schools under the same roof: a French school, offering an entirely French curriculum and an English School, offering a French immersion program. Both schools deliver an enriched curriculum and mother-tongue language courses and seamlessly coexist to offer the ultimate bilingual experience for students of all backgrounds. For almost 50 years, WIC has been redefining the educational experience through innovative teaching methods delivered in a technology-infused environment.

For further information on WIC, you are invited to visit [Our site](#)

WIC12 – Pre-University Program

Building on the solid reputation of WIC's secondary program, we are excited to continue the tradition of experiential learning through the launch of WIC12 in the fall of 2024. WIC12 is a one-year, bilingual pre-university program that prepares students for success in university in Quebec, across Canada or internationally. WIC12 takes a holistic approach to student learning and personal success. Using the globally recognized New Brunswick grade 12 curriculum, supplemented by several Advanced Placement (AP) courses, students can apply the concepts they are learning to real-life scenarios through interdisciplinary projects, practical skills development, and collaboration with professionals in their fields of interest. To deepen students' academic and experiential learning, WIC12 offers a variety of extracurricular programming to provide students with an enriching educational experience. At WIC12, we are committed to pursuing personal excellence, fostering a passion for knowledge and instilling fundamental values that empower our students to succeed in the ever-challenging environment of today and tomorrow.

For further information about the Program, you are invited to visit [Life after WIC](#)

West Island College is currently seeking to fill the newly created position of

Postsecondary & Careers Advisor

We are seeking a dynamic and experienced Postsecondary and Careers Advisor to join our new senior school team and work closely with our Grade 11 students, as well as the PreU students enrolled in our New Brunswick Grade 12 program. The successful candidate will be vital in guiding students through the postsecondary and university application process, helping them identify their interests and aspirations, explore various career paths and ensure they are well-prepared for their transition to higher education. This position requires a deep understanding of university admissions procedures and requirements, excellent communication skills, and a genuine commitment to empowering students in their educational journey.

Responsibilities:

- **Individualized counselling:** Provide one-on-one counselling to Grade 11 and PreU students, assisting them in exploring postsecondary and university options, understanding admission requirements, and aligning their academic and career goals.
- **Career exploration:** Facilitate career exploration sessions, aptitude assessments, and workshops to help students identify potential career paths. Provide information about various professions, job markets, and skills required for different careers. Help match PreU students with local companies offering work internships in their field of interest.
- **Application support:** Guide students through the postsecondary and university application process, including helping them prepare application materials, write compelling personal statements, gather required documents, and meet application deadlines.
- **Postsecondary liaison:** Build relationships with the targeted local, national and international postsecondary admissions departments. Research postsecondary and university programs, admission criteria, scholarships, and financial aid options. Assist students in researching universities suited to their interests and aspirations.
- **Workshops and seminars:** Organize informative sessions and workshops for students and parents, covering university applications, standardized testing (e.g., SAT, ACT), scholarships, resume writing, interview skills, and financial planning for education.
- **Resume building:** Assist students in building solid resumes and portfolios for university applications, internships, and scholarships.
- **Interview preparation:** Conduct mock interviews to help students prepare for university admission interviews and scholarship interviews.
- **CEGEP / University visits:** Organize and accompany students on campus visits to help them experience potential universities firsthand, allowing students to experience campus life and make informed decisions about their future education.
- **Documentation:** Maintain accurate records of student progress, application status, and outcomes. Prepare reports and updates for school administration and parents to track student outcomes.

Ideal Candidate Profile

- Bachelor's degree in Education, Counseling, or related field. Master's degree preferred.
- Experience in university advising, college admissions, or a related field.
- Professional certification in counselling or career advising is highly desirable.
- Solid knowledge of university application procedures, standardized testing, and scholarship opportunities.
- Strong interpersonal and communication skills, with the ability to connect with students and parents effectively. Bilingual fluency in French and English is required.
- Ability to work collaboratively with a diverse student population and address their unique needs.
- Excellent organizational skills and attention to detail.
- Familiarity with a variety of career paths and postsecondary options.
- Familiarity with the New Brunswick Grade 12 program and its specific requirements would be an asset.

Employee benefits:

- Competitive salary and group insurance benefits package.
- Participation in RREGOP (public sector defined-benefit pension plan).
- 7 weeks of vacation during the year (weeks when school is closed).
- Reduced tuition fees for employee children attending the College.
- Meal plan (complete lunch) in the school cafeteria.
- Partial subsidy of costs related to physical activities.
- Optional participation in a group RRSP.
- Professional training is encouraged and supported by the leadership team.

Application

If you believe you have the profile we are seeking, please forward your résumé with a letter explaining your interest via [our form](#). All information received will be treated in the strictest confidence. The Selection Committee will begin reviewing candidates as they are received and will continue its work until a recommendation for appointment is made.

WIC is an equal opportunity employer.

<https://kenniffleadership.com/en/>