



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce Canadian Indigenous Job Seekers to a new approach to job searching. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Canadian Indigenous Peoples with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

17 – 2595 Main Street

Winnipeg, MB R2V 4W3

Subsidiary Offices:

Kenora • Midland • Ottawa • London • Sandy Lake • Winnipeg

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2020/08/03

Academic Support Specialist, Writing And Communications

Job ID	3C-47-F5-4B-8A-64	
Web Address	https://careers.indigenous.link/viewjob?jobname=3C-47-F5-4B-8A-64	
Company	Red River College	
Location	Winnipeg, Manitoba	
Date Posted	From: 2019-12-02	To: 2019-12-16
Job	Type: Part-time	Category: Education
Languages	English	

Description

Academic Support Specialist, Writing and Communications

Academic Success Centre

Position Location: Notre Dame Campus (Winnipeg, MB)

Part-Time Position Available

Possibility of an Extension

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

Duties: The Academic Support Specialist, Writing and Communication receives direction from the Tutoring Supervisor and reports to the Manager, Academic Success Centre and Assessment Services for special projects. The Academic Support Specialist provides individualized and group tutoring that responds to identified general and program-specific needs for RRC programs. Besides the delivery of academic support services, this position requires research and development of educational programming for specific student groups with distinct learning needs. The incumbent is also responsible for the selection/creation of resources and informational materials. This position will collaborate with faculty in a wide array of programs to create specialized supports. It may also include development and delivery of academic supports involving instructional technologies and in some cases a degree of project management.

REQUIRED QUALIFICATIONS

- Certificate in Adult Education (in progress or completed), or an equivalent combination of education and / or experience
- Specialized knowledge in academic writing and communications at the post-secondary level
- Knowledge and demonstrated experience in the instruction of learning skills and remedial programming in a post-secondary environment
- Excellent written and verbal communication skills
- Excellent electronic communication skills

- Ability to work collaboratively within a team environment
- Experience in the delivery of instruction or tutorial support to large groups in a post-secondary environment
- Extensive experience with Microsoft Office computer applications or equivalent
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSET QUALIFICATIONS

- Thorough knowledge of RRC programs and services
- Familiarity with learning technologies in a post-secondary environment

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

How to Apply

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

Apply to Red River College by email: humanresources@rrc.ca

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition #: 2019-300

Closing Date: December 16, 2019

Salary: \$25.01 - 34.20 hourly

We thank all applicants for their interest, but only those selected for an interview will be contacted.

Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or selection process, Human Resource Services will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit www.rrc.ca/hr

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