



Indigenous.Link

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

Through our partnership with Indigenous.Link's 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 Indigenous Peoples of Canada 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:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

Assistant – Practice Teaching Office / Adjoint.e. Au Bureau Des Stages

Job ID	79-A0-AB-2A-E5-E4		
Web Address	https://careers.indigenous.link/viewjob?jobname=79-A0-AB-2A-E5-E4		
Company	Bishop's University		
Location	Sherbrooke, Quebec		
Date Posted	From: 2021-05-28	To: 2021-11-24	
Job	Type: Full-time	Category: Office	
Job Salary	Class 7: \$20.07 To/À \$26.16 Per Hour/de L'heure (APBU à€" Unionized Position/poste SyndiquÃ©)		
Languages	English And French / Anglais Et FranÃ§ais		

Description

Posting 21-19 (Temporary full time position)

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishop's University is seeking an Assistant à€" Practice Teaching Office for a temporary full-time position in the School of Education. Reporting to the Manager à€" Practice Teaching Office, the incumbent will accomplish tasks to help alleviate the administrative and academic workloads of the Manager à€" Practice Teaching Office and the Dean of the School of Education. The incumbent will also provide secretarial and clerical assistance in the Practice Teaching Office, including answering inquiries from students and school personnel on various aspects of the practica offered by the School of Education. This position has a work week of 32.5 hours from Monday to Friday with occasional evenings and weekends required. This position will not exceed two years.

Nature of Duties & Responsibilities:

- Welcomes, informs, and directs inquiries from students, associate teachers, supervisors, and school administrators in relation to policies, requirements and procedures of the various practica of the School of Education;
- Types, reviews, proof-reads, and distributes various documents such as correspondence, confirmations of placements, student handbooks, profile forms and other practicum documentation;
- Maintains office equipment for the Practice Teaching office;
- Manages inventories of office supplies;
- Sees to the physical preparation for workshops, conferences, associate teacher and supervisor meetings, and symposiums;
- Collaborates with faculty to organize supervision of practica and student schedules;
- Manages databases relative to student practica, including student information, associate teacher information, supervisor information, and school board information;
- Acts as a resource person for Education students for documentation related to practica;
- Performs additional similar / related task as required.

AFFICHAGE 21-19 (Poste temporaire Ã temps plein)

Les ÃnonÃs suivants sont destinÃs Ã dÃcrire la nature et le niveau de travail gÃnÃral. Ils ne reprÃsentent pas une liste exhaustive de toutes les responsabilitÃs, tÃches et aptitudes requises.

L'UniversitÃ Bishop's recherche un Adjoint(e) au bureau des stages pour un poste temporaire Ã temps plein dans l'Ãcole des sciences de l'Ãducation. Se rapportant au Gestionnaire du bureau des stages le titulaire du poste accomplira des tÃches permettant d'Ãger la charge de travail administrative et acadÃmique du Gestionnaire du bureau des stages et du Doyen de l'Ãcole des sciences de l'Ãducation. Le titulaire du poste devra Ãgalement fournir une assistance clÃricale et administrative au Bureau de pratique de l'enseignement, notamment en rÃpondant aux demandes des Ãtudiants et du personnel de l'Ãcole sur divers ÃiÃments et aspects des stages offerts par l'Ãcole des sciences l'Ãducation. La semaine de travail est de 32.5 heures, du lundi au vendredi avec des soirÃes et fins de semaine occasionnelles. Ce poste ne dÃpassera pas deux ans.

Nature des tÃches:

- Accueillir, informer et diriger les requÃtes des Ãtudiants, enseignants associÃs, superviseurs et administrateurs de l'Ãcole concernant les politiques, exigences et procÃdures des diffÃrents stages de l'Ãcole des sciences de l'Ãducation;
- RÃdiger, rÃviser, corriger et distribuer divers documents tels que la correspondance, les confirmations de stages, les manuels d'Ãtudiants, les formulaires de profil et d'autres documents de stage;
- Veiller Ã l'entretien du matÃriel et de l'Ãquipement de bureau pour le Bureau de pratique de l'enseignement;
- GÃrer les inventaires des fournitures de bureau;
- Voir Ã la prÃparation physique des ateliers, confÃrences, rÃunions des enseignants associÃs et des superviseurs et des symposiums;
- Collaborer avec le corps professoral pour organiser la supervision des horaires des stages et des Ãtudiants;
- GÃrer les bases de donnÃes relatives aux stages Ãtudiants, y compris les informations sur les Ãtudiants, les informations sur les enseignants associÃs et les informations sur les Centres de services scolaire;
- Agir Ã titre de personne ressource auprÃs des Ãtudiants en Ãducation pour la documentation relative aux stages;
- Effectuer toutes autres tÃches connexes au besoin.

Experience

1 to 3 years of similar experience / 1 à 3 années d'expérience pertinente

Education Requirements

Professional diploma requiring more than 900 hours of studies (DEP) / Diplôme d'études professionnelles (DEP) exigeant plus de 900 heures d'études

Weight Handling

Light and medium exertion / Efforts légers et moyens

Additional Skills

Working knowledge of English and French / Bonne connaissance de la langue anglaise et de la langue française

Other

Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies and welcomes applicants who are committed to upholding the values of equity, diversity, and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons with disabilities, women and LGBTQ2+.

L'Université Bishop's applique un programme d'accès à l'emploi issu de la Loi sur l'accès à l'emploi dans les organismes publics et accueille les candidats qui s'engagent à respecter les valeurs d'équité, de diversité et d'inclusion et qui nous aideront à accroître notre capacité en matière de diversité et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement défavorisés et marginalisés, notamment les peuples autochtones, les membres des minorités visibles et ethniques, les personnes handicapées, les femmes et les personnes LGBTQ2+.

How to Apply

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by June 20th 2021 before 4:00 pm to careers@ubishops.ca

Per the Collective Agreement, priority will be given to qualified internal applicants. Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact careers@bishops.ca

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez d'ici le 20 juin 2021, 16 :00 à careers@ubishops.ca

Tel que prévu à la Convention Collective, priorité sera accordée à un candidat interne qualifié. Veuillez noter que seules les personnes retenues pour une entrevue seront contactées, et que des tests de sélection peuvent être administrés ; merci pour l'intérêt manifesté. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapées afin de répondre aux besoins en prévenant et en éliminant les obstacles à l'accessibilité. Si vous nécessitez de mesures d'adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter careers@bishops.ca